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National-Louis University



1998-2000

Undergraduate Catalog

Since 1886 as National College of Education

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National-Louis University

1998-2000 Undergraduate Catalog

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College of Arts and Sciences
College of Management and Business
National College of Education

Excelling Since 1886 as National College of Education

The president and officers of National-Louis University reserve the right to change the requirements for admission or graduation announced in this bulletin, and to change the arrangement, scheduling, credit, or content of courses, the books used, fees charged, regulations affecting students, and to refuse to admit or readmit, and to dismiss, any student any time, should it be deemed to be required in the interest of the student or of the University to do so.

National-Louis University admits students to all programs and activities, and administers all educational, employment, and other policies without discrimination because of race, color, sex, age, religion, disabilities, and national or ethnic origin.

National-Louis University is a private, independent university. It has no affiliation with the District of Columbia government or with the Federal government. The University complies with all applicable state and federal laws.

DEC 5 2000

University Library
NATIONAL-LOUIS UNIVERSITY
Evanston, IL 60201

Illinois Campuses

Evanston Campus

2840 Sheridan Road
Evanston, Illinois 60201-1796
847/475-1100
1-800/443-5522
FAX 847/256-1057

Chicago Campus

18 South Michigan Avenue
Chicago, Illinois 60603-3032
312/621-9650
FAX 312/621-1205

Wheaton Campus

200 Naperville Road
Wheaton, Illinois 60187-5422
630/668-3838
FAX 630/668-5883

Wheeling Campus

1000 Capitol Drive
Wheeling, Illinois 60090
847/465-0575
FAX 847/465-0594

Elgin Campus

620 Tollgate Road
Intersection of I-90 (Northwest Toll Road) and Hwy. 31
Elgin, Illinois 60123
708/695-6070
FAX 708/931-5574

Academic Campuses in Other Locations

Atlanta Campus

Blackstone Centre
1777 Northeast Expressway, Suite 250
Atlanta, Georgia 30329-2440
404/633-1223
FAX 404/633-1255

Heidelberg Campus

Rohrbacher Strasse 47
69115 Heidelberg
Germany
011-49-6221-29025
FAX 011-49-6221-163851

Northern Virginia/Washington, D.C. Campus

McLean Site

8000 Westpark Drive, Suite 125
McLean, Virginia 22102
703/749-3000
FAX 703/749-3024

Washington, D.C. Site

1325 G Street
Suite 740
Washington, D.C. 20005
202/783-1658
FAX 202/638-0199

Milwaukee/Beloit Campus

Milwaukee Site

325 N. Corporate Drive, Suite 200
Brookfield, Wisconsin 53045-5861
414/792-3699
FAX 414/792-3680

Beloit Site

501 Prospect Street
Beloit, Wisconsin 53511
608/364-3999
815/962-6644
FAX 608/364-3988

St. Louis Campus

12412 Powerscourt Drive, Suite LL20
St. Louis, Missouri 63131
314/822-2110
FAX 314/822-2334

Florida Regional Campus

Tampa Site

4890 West Kennedy Blvd, Suite 100
Tampa, Florida 33609
813/286-8087
FAX 813/287-0246

Orlando Site

604 Courtland Street, Suite 150
Orlando, Florida 32804-1313
407/629-1000
FAX:407/629-2915

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The University



President's Welcome



Class of 1908



Opposite page: Miss Elizabeth Harrison (left), founder and first president, 1886-1920, with Miss Edna Dean Baker, student in class of 1908 and second president, 1920-1949.

President's Welcome



The President

National-Louis University

2840 Sheridan Road Evanston, Illinois 60201-1796
847. 475.1100 ext. 2200 Fax: 847. 256.9451

June 29, 1998

Dear Student:

Welcome to National-Louis University! You have made an excellent choice.

You can expect of National-Louis University a great deal: responsiveness to change in you, in our culture, and in the workplace. We are eager for your success and our resources are organized to assure it.

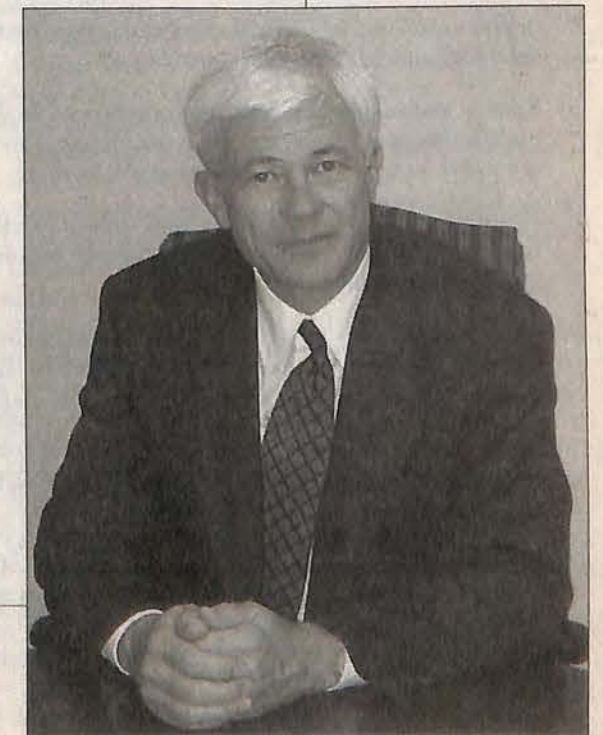
We at National-Louis University expect a great deal of you: that you want to grow, that you are energized and determined, that you want to succeed, and are prepared to make the sacrifices necessary to complete a degree at National-Louis University.

All of us in the National-Louis University community welcome you and pledge our support of your worthy efforts.

Sincerely,

Curtis L. McCray
President

Excelling since 1886 as National College of Education



Statement of Mission

The mission of National-Louis University is to develop highly competent and humane individuals for service and leadership through quality academic programs. National-Louis University is a private, independent, comprehensive, not-for-profit university with a mission to educate a broad range of students, including those who historically have had limited access to higher education. Central to this mission is the commitment to facilitate that access to academic programs, provide academic support, integrate knowledge across disciplines, and encourage the active participation of learners. The education provided by National-Louis University enables the learner to fulfill personal and professional goals as a citizen of a diverse society and a global community.

Purposes

In addition to the mission, the University is committed to a definitive set of institutional purposes. The University endeavors to:

1. Educate individuals for service and leadership through academic programs at the prebaccalaureate, bachelors, masters, advanced certificate, specialist, and doctoral levels.
2. Sustain a university environment which optimizes learning and inquiry for students and faculty.
3. Emphasize the development of individuals and organizations through innovative programs locally, nationally and internationally.
4. Support teaching, scholarly inquiry and service that lead to the integration of theory and practice.
5. Employ and support qualified and experienced faculty who use teaching strategies which are research based and grounded, in theory and encourage active learning.
6. Continuously monitor and assess both student academic progress toward NLU's educational purposes and the quality of academic programs and services.
7. Ensure a financially secure institution through sound financial management that includes an aggressive capital fund and development program and a decision-making process based on academic planning.
8. Establish and maintain a diverse community of students, faculty, administration, staff and trustees.
9. Recruit and retain appropriate numbers of qualified students through a sound enrollment management strategy based on academic planning.

10. Provide remuneration and conditions for professional and career development for all National-Louis University personnel competitive with comparable institutions of higher education.
11. Provide student services which complement the academic programs, help students in achievement of personal and professional goals and facilitate student development.
12. Provide comprehensive academic support services for students, faculty and academic programs across the university.
13. Develop and maintain effective internal and external communications.
14. Support appropriate university governance structures which will strengthen collaboration among faculty, administration and the Board of Trustees.

National-Louis University: A Brief History

For more than a century, National-Louis University has served those who serve others.

The institution was founded as National College of Education in 1886 by Elizabeth Harrison, a pioneer in elementary and early childhood education. Under Harrison's leadership, National College of Education championed the concept of kindergarten teaching in America and was one of the first teacher's colleges in the country to offer a four-year program culminating in the bachelor of education degree. National College of Education also was instrumental in the founding of the PTA and later played a major role in launching the national Head Start program.

The institution relocated its main campus from Chicago to Evanston in 1926. National-Louis University today serves students from five campuses—Evanston, Wheaton, Wheeling, Elgin, and Chicago. National-Louis University also has campuses in five states, the District of Columbia, and Heidelberg, Germany.

The growth of traditional education programs was followed by the development of programs in allied health, applied behavioral sciences, and human services. The institution formally organized the latter programs in 1982 under the Michael W. Louis School of Arts and Sciences.

Another rapid growth area, business programs, culminated in the formation in 1989 of the School of Management and Business.

The institutional name, National-Louis University, unites the great name of National College of Education with that of trustee and benefactor Michael W. Louis. The Louis gift, a major financial gift that spearheaded the transition in 1990 from college to university, is among the largest to private education in the State of Illinois. Three colleges comprise National-Louis University—National College of Education, the College of Arts and Sciences, and the College of Management and Business.

National-Louis University continues to serve students who are traditional to higher education as well as students who face special challenges in continuing their education. The student body includes adults who are working full time or contemplating career changes, teachers and administrators who want to further their education while continuing to work in their fields, and immigrants and other language minorities with limited English skills.

National-Louis University offers 14 degrees extending to the doctoral level and certificate programs across its three colleges plus more than 50 academic programs. The University serves more than 15,000 students annually from its five Chicago-area campuses and at campuses in Northern Virginia/Washington, D.C.; St. Louis, Missouri; Milwaukee/Beloit, Wisconsin; Tampa/Orlando, Florida; Atlanta, Georgia; and Heidelberg, Germany.

Accreditation

National-Louis University is accredited by the Commission on Institutions of Higher Education of the North Central Association of Colleges and Schools, 30 N. LaSalle St., Suite 2400, Chicago, IL 60606 (312)263-0456. The Medical Technology program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences. The Radiation Therapy program is accredited by the Joint Review Committee on Education in Radiologic Technology. The Respiratory Therapy program is accredited by the Joint Review Committee for Respiratory Therapy Education and the Commission of Accreditation of Allied Health Education Programs. The Addictions Counselor Training Program, within the Department of Human Services, is accredited by the Illinois Alcohol and Other Drug Abuse Professionals Certification Association, Inc. Selected programs in the National College of Education are approved by the Illinois State Board of Education for teacher certification.

State Approvals

The University is authorized to operate within specified community college districts in the State of Illinois by the Illinois Board of Higher Education; in Northern Virginia by the Council of Higher Education of the Commonwealth of Virginia; in Florida by the State Board of Independent Colleges and Universities of the Florida Department of Education; in Georgia by the Georgia Nonpublic Postsecondary Education Commission; in Missouri by the Coordinating Board for Higher Education; and in Washington, D.C. by the Education Licensure Commission of the District of Columbia. In Wisconsin, the University is licensed to operate by the Educational Approval Board and has approval of selected course work for continuing education of teachers from the Department of Public Instruction. In addition, the Wisconsin Department of Public Instruction has approved the Administration and Supervision program for certification and the Master of Arts in Teaching in Elementary Education for 3-year provisional certification. In Germany, the University is authorized to operate by the German Ministry of Education.

Florida: In the State of Florida, National-Louis University holds Regular Licensure from the State Board of Independent

Colleges and Universities of the Florida Department of Education to operate as a university, to offer programs of instruction, and to award degrees.

Notice: Credit and degrees earned from colleges in the State of Florida which are licensed by the State Board of Independent Colleges and Universities do not automatically qualify the holder for a Florida teaching certificate. Any person interested in obtaining a Florida teaching certificate should contact the Office of Teacher Certification, Department of Education, Tallahassee, FL 32399.

The Master of Education program in Interdisciplinary Studies in Curriculum and Instruction does not provide for teacher certification by the Florida Board of Education. It is intended only for teachers who already hold certification.

Membership List

National-Louis University maintains institutional memberships in the following organizations:

American Association of Colleges for Teacher Education
American Association of Collegiate Registrars and Admissions Officers
American Association of University Women
American Council on Education
Association of Governing Boards
Association for Institutional Research
Chicago Chamber of Commerce
College and University Personnel Administrators
Council for the Advancement of Experiential Learning
Evanston (Illinois) Chamber of Commerce
Federation of Independent Illinois Colleges and Universities
Illinois Association of College Admissions Counselors
Illinois Association of Colleges for Teacher Education
Illinois Association of Collegiate Registrars and Admissions Officers
Institute of Educational Research
National Association of College and University Business Officers
National Association of Foreign Student Advisors
Association of International Educators
National Association of Independent Colleges and Universities
National Association of International Educators
National Association of Student Financial Aid Administrators
National Association of Student Personnel Administrators
National University Continuing Education Association
North Central Association of Colleges and Schools
Northern Illinois Business Association
Society for College and University Planning
The College Board
West Suburban Post-Secondary Consortium
Wheeling (Illinois) Chamber of Commerce
Wilmette (Illinois) Chamber of Commerce

Service Members Opportunity Colleges (SOC)

National-Louis University participates in the SOC program. For more information contact the Director of Undergraduate Admissions and Records (847/475-1100, ext. 3308).



Evanston, IL



Wheaton, IL



Chicago, IL



Elgin, IL



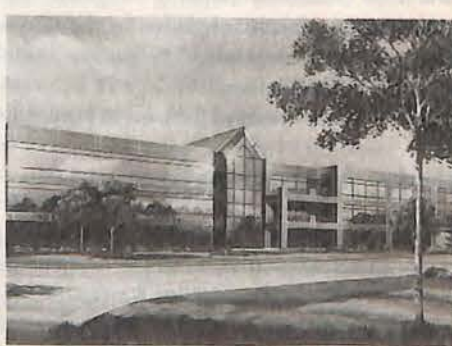
Milwaukee, WI



Heidelberg, Germany



Tampa, FL



St. Louis, MO



Northern Virginia/Washington, D.C.



Wheeling, IL



Atlanta, GA

Facilities

Chicago Campus

The Chicago Campus at 18 South Michigan Avenue occupies five and a half floors of an historic landmark office building. Facilities include classrooms, developmental skills laboratories, library, bookstore, computer laboratories, and the Language Institute.

The campus location in the heart of Chicago's active downtown area creates an ideal setting for programs in the College of Arts and Sciences, National College of Education, and the College of Management and Business, the latter of which is based at the Chicago Campus. This campus also houses the Language Institute serving students for whom English is a second language. Situated one block from the Art Institute of Chicago, Goodman Theater, Orchestra Hall, and scenic Grant Park, the campus is within walking distance to these and other Chicago cultural and recreational activities.

With classes scheduled during daytime, weekend, and evening hours, the Chicago Campus furthers National-Louis University's commitment to serving both traditional and nontraditional student populations.

Evanston Campus

National-Louis University's main campus sits on four acres on the border of the northern Chicago suburbs of Evanston and Wilmette at 2840 Sheridan Road.

Academic facilities are housed in Keck Hall and Sutherland Hall. Keck Hall, renamed after long-time Board of Trustee Chairman Robert C. Keck, also is the home of the Weinstein Center for Performing Arts, renowned on the North Shore for attracting leading musical and dance performers. Sutherland Hall contains the University Library and the Baker Demonstration School, a laboratory school serving preschoolers through eighth graders. Additional administrative and academic offices are located in former private residences surrounding the main building.

The Evanston Campus also is the site of the Baker Residence Hall which houses faculty offices and living areas for undergraduate students and those who serve and work with them.

Wheaton Campus

National-Louis University began offering graduate education classes in the western suburbs in 1976. As these offerings grew to accommodate the population boom in DuPage County, the earlier facilities in Lombard were no longer adequate to meet the growth in students and program offerings. The University purchased the former DuPage County courthouse complex at 200 S. Naperville Road, where the campus moved during the summer of 1993.

The campus serves a rapidly growing student body with

upper-level undergraduate and graduate programs in the College of Arts and Sciences, National College of Education and the College of Management and Business; a majority of these students are working adults.

Along with the academic programs, the Wheaton Campus also offers unique services through its Center for Learning, Teacher Leadership Center, and CAS Counseling Center.

Wheeling Campus

The opening of National-Louis University's Wheeling Campus, in January, 1994, further exemplifies the University's commitment to making higher education attainable for working adults.

No stranger to Chicago's northwest suburbs, National-Louis University had served Wheeling and surrounding communities for many years by offering courses at rented facilities. Classes at the Wheeling Campus, a permanent site located near the intersection of Palatine and Wolf Roads, are easily accessible to busy adults who live and work in northwest Cook and Lake Counties.

Program options at the Wheeling Campus include numerous graduate degree programs from National College of Education, the College of Arts and Sciences, and the College of Management and Business; upper division undergraduate degree programs from the College of Arts and Sciences and National College of Education.

The Wheeling Campus occupies a modern, three-story office building with ample parking. Approximately 180 University faculty, staff members, and administrators are based on the Wheeling Campus.

Elgin Campus

The Elgin Campus is conveniently located at the intersection of I-90 (Northwest Tollway) and Route 31 at 620 Tollgate Road. The Campus' location in the beautiful Illinois Fox Valley can be accessed from any direction.

The Elgin Campus boasts a fine faculty drawn from the metropolitan Chicagoland area. With classes offered late afternoons, evenings and weekends, working adults at the undergraduate or graduate level can easily attend classes. Housed in a modern office complex, the campus includes classrooms, administrative and faculty offices, an electronic library, computer laboratory, and student lounge.

Programs available through the College of Arts and Sciences are the Bachelor of Arts in Applied Behavioral Sciences (in an accelerated learning format), the Bachelor of Arts in Human Services, and the Bachelor of Arts in Psychology. Offered at the graduate level are in the Master of Science in Human Services with a counseling concentration, the Master of Arts in Psychology, and the Master of Arts in Adult Education.

The College of Management and Business offers the Bachelor of Science in Management, the Master of Business Administration, and the Master of Science in Managerial Leadership, presented in an accelerated learning format.

National College of Education offers undergraduate and graduate programs. Students have the opportunity to complete either an undergraduate or graduate degree and earn Illinois State elementary teaching certification. For practicing teachers, several graduate programs are available. Also offered at the Elgin Campus is the doctoral program in Educational Leadership.

Campuses Outside of Illinois

St. Louis Campus

The St. Louis Campus of National-Louis University, located at Manchester/270, was founded in 1984 with the adult learner in mind. The oldest of the University's out-of-state campuses, it is steeped in the century-old tradition of innovation, commitment, and academic excellence that has been the trademark of the institution since its founding in 1886 as National College of Education.

The St. Louis Campus provides continuing education for adults employed full time through accelerated programs in which students attend class at convenient times and locations close to home or their place of employment.

St. Louis area students can pursue the Bachelor of Arts in Applied Behavioral Science, the Bachelor of Science in Management, the Master of Science in Managerial Leadership, the Master of Business Administration, the Master of Science in Human Resource Management and Development, or the Master of Education in Interdisciplinary Studies in Curriculum and Instruction or the Certificate of Advanced Study in Curriculum and Instruction. All classes meet at the center, in West County, downtown, in the Central West End of St. Louis, and North and South County locations.

The academic center's facilities include administrative offices, classrooms, an electronic library and faculty offices. A full range of university services—including enrollment counseling, financial services, student affairs, information and library assistance, and academic development—are provided at the campus.

Northern Virginia/ Washington, D.C. Campus

The Northern Virginia/Washington, D.C. Campus opened in 1986. Two facilities comprise the center. In addition to University administrative offices, the McLean facility, located at 8000 Westpark Drive, McLean Virginia (in the Tysons Corner area), houses faculty offices, eleven classrooms, an electronic library/information resource area and a student lounge/lab area. Additional classroom space and faculty offices are located at 1325 G Street, Suite 740, Washington, D.C. 20005. Classes are also offered in the Virginia communities of Woodbridge, Manassas, Alexandria; at various locations in the District of Columbia; and on-site at local corporations and schools.

The Northern Virginia/Washington, D.C. Campus offers the Bachelor of Science in Management, Master of Science in Managerial Leadership, the Master of Business Administration, Master of Science in Human Resource Management and Development, and the Master of Education in Interdisciplinary Studies in Curriculum and Instruction. Classes are offered in a variety of schedules, both during the week and on the weekend, to accommodate the other professional and personal commitments of the adult student population.

The Northern Virginia/Washington, D.C. Campus serves approximately 600 students a year in the greater Washington D.C. area and provides a full range of university services. These include enrollment counseling and admissions, academic advisement, financial services, student affairs, information resources and library assistance, and academic development.

Florida Regional Campus

The mission of National-Louis University's Florida Regional Campus is to assist adult learners in the realization of their higher educational goals and aspirations through high-quality, innovative degree programs and services. Serving a diverse central Florida population, the campus supports class groups in an eight county region and maintains offices in Tampa (4890 West Kennedy Boulevard, Suite 100) and Orlando (604 Courtland Street, Suite 150).

In Florida, National-Louis University currently offers: the Bachelor of Arts in Applied Behavioral Sciences, the Bachelor of Arts in Health Care Leadership, the Bachelor of Science in Management, the Master of Science in Managerial Leadership, the Master of Business Administration, the Master of Science in Human Resource Management and Development, the Master of Education in Interdisciplinary Studies in Curriculum and Instruction, and the Master of Education in Administration and Supervision.

Founded in 1988, Florida Regional Campus provides a full range of university services, including enrollment counseling, academic services, financial services, academic development, information and library support, and student affairs.

Milwaukee/Beloit Campus

The main site of the Milwaukee/Beloit Campus is located in suburban Brookfield at 325 North Corporate Drive and is the administrative site for field and cluster programs offered to residents of southeastern Wisconsin. The site opened in 1984.

Housed in a corporate office park, facilities include administrative and faculty offices, classrooms, an electronic library, and a computer laboratory. Enrollment services, information and library assistance, student affairs, and academic development services are provided at the academic center.

Currently, the Interdisciplinary Studies Department offers the Master of Education Degree in Curriculum and Instruction, and the Educational Leadership Department offers the Master of Education Degree and the Certificate of Advanced Study in Administration and Supervision at many locations in southeastern Wisconsin.

The Beloit branch of the campus, located in downtown Beloit, Wisconsin at 501 Prospect Street is the site for field and cluster programs offered to residents of southern Wisconsin and northern Illinois. The Beloit branch opened in 1986.

The Beloit facilities include faculty and enrollment offices and administrative support services. The center provides an electronic library and a student affairs representative for its students.

Both the Master of Education degrees in Curriculum and Instruction and in Administration and Supervision as well as the Certificate of Advanced Study in Administration are offered out of the Beloit office. In addition, extension classes and workshops are offered at other locations throughout southern Wisconsin. The Milwaukee/Beloit Campus currently serves more than 400 graduate students.

Atlanta Campus

The Atlanta Campus is located in the city of Atlanta on the Northeast Expressway, access road at I-85 and North Druid Hills Road less than five minutes from Atlanta's downtown business district. Housed in a modern office building, its facilities include administrative offices, classrooms, a computer learning laboratory, an electronic library, and faculty offices. The location and facilities of the campus make it an ideal setting for offering evening and weekend degree programs to working adults in the metropolitan area.

Academic programs offered through the center include the Bachelor of Arts in Applied Behavioral Science, the Bachelor of Science in Management, the Master of Business Administration, and the Master of Science in Human Resource Management and Development as well as continuing education courses in various areas of student interest.

The Atlanta Campus, opened in the spring of 1990, has an enrollment of more than 200 students. A full-time faculty of six, a professional staff of eight and a full-time library assistant work harmoniously to further National-Louis University's mission of expanding educational opportunities to nontraditional students. A full range of university services including enrollment counseling, financial services, student affairs, information and library assistance, and academic development are available to students at the Atlanta Campus.

Heidelberg International Campus

In response to the educational needs of Americans abroad, National-Louis University opened an international campus in Germany in 1989. Currently situated in Heidelberg, the campus offers advanced degree programs in Germany, Italy, and England to professionals serving under the Department of Defense Educational Activities (DoDEA) as well as the military community. Occupying three floors of a centrally-located building on Rohrbacherstrasse, the University offers a complete range of support services for its students and faculty. The international campus has approximately 600 graduates in

Germany alone, and anticipates further expansions in Europe as need arises.

Students holding baccalaureate degrees can currently pursue an international Master of Education (M.Ed.) or Education Specialist (Ed.S.), a post-master's degree in teacher leadership at designated sites in Europe. The administrative staff at the Heidelberg International Campus coordinate all activities for classes meeting in Europe and they respond to any requests or inquiries from students, faculty, and/or administrators in the field. The center also provides a comprehensive international library service through DoDEA (based in Wiesbaden, Germany).

Alumni Statement

National-Louis University has more than 30,000 alumni living across the country and around the world whose lives have been enriched and enhanced by their National-Louis University experience. The quality education received at National-Louis University prepared them for careers in education, health care, counseling, business, social services, and fine arts.

The National-Louis University Alumni Association was established in 1994. Membership in the Association is automatic to anyone who graduates from any degree or certification program offered by the University. The Association President is the leader of the Association and the Alumni Executive Board which represents all Colleges and geographic areas. During the term of office, the Association President serves on the Board of Trustees for the University.

Alumni are an invaluable part of the University. They assist with recruitment of students, provide career networking and continuing education opportunities, support student scholarships and fund raising projects, and serve as ambassadors-at-large for students and the University.

The Director for Alumni Relations serves as the liaison between the University and the alumni, by serving on the alumni Executive Board and by coordinating events and projects that keep alumni in touch with the National-Louis University we are today. The Director also is the editor for the alumni magazine, *National View*, which is our primary vehicle for communication with alumni. Any questions concerning alumni events or benefits should be directed to the Office of Alumni Relations at 800-443-5522, extension 2842. National-Louis University alumni link our rich traditions to our vital present and into our exciting future.

1998-99 Academic Calendar

1998 Fall Quarter

September

| | | |
|------|----------------|---|
| 7 | Monday | Labor Day Holiday (University closed) |
| 8-11 | Tuesday-Friday | Undergraduate orientation and registration; Chicago/Evanston/Wheaton/Wheeling/Elgin Campuses |
| 14 | Monday | Fall Quarter on-campus classes begin; graduate and undergraduate – Chicago/Evanston/Wheaton/Wheeling/Elgin Campuses |
| 21 | Monday | Rosh Hashanah* |
| 29 | Tuesday | Yom Kippur (begins)* |

November

| | | |
|-------|------------------|---|
| 22 | Sunday | Fall undergraduate classes end** – Chicago/Evanston/Wheaton/Wheeling/Elgin Campuses |
| 23-25 | Monday-Wednesday | No regularly scheduled classes |
| 26-27 | Thursday-Friday | Thanksgiving Holiday (University closed) |

December

| | | |
|----------------|----------|---|
| Nov. 30-Dec. 6 | | Undergraduate make-up week**/end of 11-week graduate classes*** |
| 13 | Sunday | December Diploma Date |
| 13 | Sunday | Hanukkah* |
| 24 | Thursday | Christmas Eve* (University closed) |
| 25 | Friday | Christmas* (University closed) |
| 31 | Thursday | New Year's Eve |

1999 Winter Quarter

January

| | | |
|-----|----------------|---|
| 1 | Friday | New Year's Day (University closed) |
| 5-8 | Tuesday-Friday | Undergraduate orientation and registration; Chicago/Evanston/Wheaton/Wheeling/Elgin Campuses |
| 11 | Monday | Winter Quarter on-campus classes begin; graduate and undergraduate – Chicago/Evanston/Wheaton/Wheeling/Elgin Campuses |
| 18 | Monday | Martin Luther King Jr. Holiday (University closed) |

March

| | | |
|----|--------|---|
| 21 | Sunday | Winter undergraduate classes end** – Chicago/Evanston/Wheaton/Wheeling/Elgin Campuses |
|----|--------|---|

March (continued)

| | | |
|-------|---------------|---|
| 22-28 | Monday-Sunday | Undergraduate make-up week**/end of 11-week graduate classes*** |
|-------|---------------|---|

1999 Spring Quarter

March

| | | |
|--------|-----------|--|
| 29- | Monday- | Undergraduate orientation and registration; Chicago/Evanston/Wheaton/Wheeling/Elgin Campuses |
| Apr. 1 | Thursday | |
| 31 | Wednesday | Passover* |

April

| | | |
|---|----------|---|
| 1 | Thursday | Passover* |
| 2 | Friday | Good Friday* |
| 4 | Sunday | Easter* |
| 5 | Monday | Spring Quarter on-campus begin; graduate and undergraduate – Chicago/Evanston/Wheaton/Wheeling/Elgin Campuses |

May

| | | |
|----|--------|--|
| 31 | Monday | Memorial Day Holiday (University closed) |
|----|--------|--|

June

| | | |
|-------|---------------|---|
| 12 | Saturday | Commencement |
| 13 | Sunday | Spring undergraduate classes end** – Chicago/Evanston/Wheaton/Wheeling/Elgin Campuses |
| 14-20 | Monday-Sunday | Undergraduate make-up week**/end of 11 week graduate classes*** |

1999 Summer Quarter

June

| | | |
|-------|----------------|---|
| 22-25 | Tuesday-Friday | Undergraduate orientation and registration; Chicago/Evanston/Wheaton/Wheeling/Elgin Campuses |
| 28 | Monday | Summer Quarter on-campus classes begin; graduate and undergraduate – Chicago/Evanston/Wheaton/Wheeling/Elgin Campuses |

July

| | | |
|---|--------|--------------------------------------|
| 4 | Sunday | Independence Day (University closed) |
| 5 | Monday | |

August

| | | |
|-------|---------------|---|
| 22 | Sunday | Summer undergraduate classes end** – Chicago/Evanston/Wheaton/Wheeling/Elgin Campuses |
| 23-29 | Monday-Sunday | Undergraduate make-up week**/end of graduate classes*** |
| 31 | Tuesday | August Diploma Date |

* Religious holidays included for informational purposes.
 ** Undergraduate classes missed for reasons of holidays and/or canceled classes need to be made up per instructor arrangement during make-up week.
 *** Graduate classes missed for reasons of holiday and/or cancellation need to be make up per instructor arrangement.

1999-2000 Academic Calendar

1999 Fall Quarter

September

| | | |
|------|----------------|---|
| 6 | Monday | Labor Day Holiday (University closed) |
| 7-10 | Tuesday-Friday | Undergraduate orientation and registration; Chicago/Evanston/Wheaton/Wheeling/Elgin Campuses |
| 10 | Friday | Rosh Hashanah* (begins at sundown) |
| 13 | Monday | Fall Quarter on-campus classes begin; graduate and undergraduate – Chicago/Evanston/Wheaton/Wheeling/Elgin Campuses |
| 19 | Sunday | Yom Kippur* (begins at sundown) |

November

| | | |
|-----------|------------------|---|
| 21 | Sunday | Fall undergraduate classes end** – Chicago/Evanston/Wheaton/Wheeling/Elgin Campuses |
| 22-24 | Monday-Wednesday | No regularly scheduled classes |
| 25-26 | Thursday-Friday | Thanksgiving Holiday (University closed) |
| 29-Dec. 5 | Monday-Sunday | Undergraduate make-up week**/end of 11 week graduate classes*** |

December

| | | |
|----|----------|------------------------------------|
| 3 | Friday | Hanukkah* |
| 12 | Sunday | December Diploma Date |
| 24 | Friday | Christmas Eve* (University closed) |
| 25 | Saturday | Christmas* (University closed) |
| 31 | Friday | New Year's Eve (University closed) |

2000 Winter Quarter

January

| | | |
|-----|----------------|---|
| 1 | Saturday | New Year's Day (University closed) |
| 4-7 | Tuesday-Friday | Undergraduate orientation and registration; Chicago/Evanston/Wheaton/Wheeling/Elgin Campuses |
| 10 | Monday | Winter Quarter on-campus classes begin; graduate and undergraduate – Chicago/Evanston/Wheaton/Wheeling/Elgin Campuses |
| 17 | Monday | Martin Luther King Jr. Holiday (University closed) |

March

| | | |
|-------|---------------|---|
| 19 | Sunday | Winter undergraduate classes end** – Chicago/Evanston/Wheaton/Wheeling/Elgin Campuses |
| 20-26 | Monday-Sunday | Undergraduate make-up week**/end of 11-week graduate classes*** |

* Religious holidays included for informational purposes.
 ** Undergraduate classes missed for reasons of holidays and/or canceled classes need to be made up per instructor arrangement during make-up week.
 *** Graduate classes missed for reasons of holiday and/or cancellation need to be make up per instructor arrangement.

2000 Spring Quarter

March

| | | |
|-------|-----------------|--|
| 27-30 | Monday-Thursday | Undergraduate orientation and registration; Chicago/Evanston/Wheaton/Wheeling/Elgin Campuses |
|-------|-----------------|--|

April

| | | |
|----|-----------|---|
| 3 | Monday | Spring Quarter on-campus classes begin; graduate and undergraduate – Chicago/Evanston/Wheaton/Wheeling/Elgin Campuses |
| 19 | Wednesday | Passover* |
| 21 | Friday | Good Friday* |
| 23 | Sunday | Easter* |

May

| | | |
|----|--------|--|
| 29 | Monday | Memorial Day Holiday (University closed) |
|----|--------|--|

June

| | | |
|-------|---------------|---|
| 10 | Saturday | Commencement |
| 11 | Sunday | Spring undergraduate classes end** – Chicago/Evanston/Wheaton/Wheeling/Elgin Campuses |
| 12-18 | Monday-Sunday | Undergraduate make-up week**/end of 11-week graduate classes*** |

2000 Summer Quarter

June

| | | |
|-------|-----------------|---|
| 19-22 | Monday-Thursday | Undergraduate orientation and registration; Chicago/Evanston/Wheaton/Wheeling/Elgin Campuses |
| 26 | Monday | Summer Quarter on-campus classes begin; graduate and undergraduate – Chicago/Evanston/Wheaton/Wheeling/Elgin Campuses |

July

| | | |
|---|---------|--|
| 4 | Tuesday | Independence Day Holiday (University closed) |
|---|---------|--|

August

| | | |
|-------|---------------|---|
| 20 | Sunday | Summer undergraduate classes end** – Chicago/Evanston/Wheaton/Wheeling/Elgin Campuses |
| 21-27 | Monday-Sunday | Undergraduate make-up week**/end of graduate classes*** |
| 31 | Thursday | August Diploma Date |

University Expenses

The tuition charges assessed do not cover the full instructional and operational costs involved in educating a student. The University receives additional funding from several sources including contributions by private individuals and corporations who recognize the quality of education provided by the University. The University operates an extensive financial assistance program, with over one-half of all full-time students receiving some form of financial assistance for student tuition and other costs of education.

Registration and tuition fees are established by the Board of Trustees. These fees are subject to change without notice. The 1998-99 credit hour fee schedule is as follows:

Tuition and Fee Schedule 1998-99

This information is current as of the catalog publication date. The quarterly bulletins will contain the most current fee information.

Undergraduate Tuition and Fees 1998-99

On-Campus Programs

Application fee\$ 25.00
Tuition deposit (non-refundable).....75.00

Tuition:
Summer (1998)278.00/QH
Fall, Winter, Spring278.00/QH
Full-time/FWS; @ 15QH/term.....12,510.00
Full-time/term @ 15 QH.....4,170.00

Fees:
Course audit fee (not for credit).....Same as credit fees
Credit by proficiency.....90.00
Fees for private applied music lessons
for academic credit - in addition
to regular tuition20.00/QH

Off-Campus Degree Programs

Application fee\$ 25.00
Tuition deposit (non-refundable).....75.00

Tuition:
College of Arts & Sciences288.00/QH*
College of Management & Business.....311.00/QH*

Credit by Portfolio Fees:
Application fee.....100.00
Per Essay Assessed.....90.00

Undergraduate Outreach Programs

Tuition: per quarter hour.....135.00/QH

FOCUS Terms:135.00/QH

Graduate Tuition and Fees 1998-99

Application fee\$ 25.00
Tuition deposit (non-refundable).....75.00

Tuition:
National College of Education
(On-Campus Programs).....411.00/SH
National College of Education
(Field-based Degree Programs)411.00/SH*
College of Arts & Sciences
(On-Campus Programs)411.00/SH
(On-line Program)431.00/SH
College of Management & Business
(On-Campus Programs)411.00/SH
(MBA)540.00/SH**
College of Management & Business
(Off-Campus Programs)473.00/SH*

Graduate Outreach Programs

Tuition: per semester hour.....\$199.00/SH

* Inclusive of costs for books and other instructional materials.
**Inclusive of costs for books and laptop computer.

General Fees

Miller Analogies Test fee.....\$ 40.00
Watson-Glaser Critical Thinking Appraisal15.00
Transcript of records, per copy5.00
Rush transcript service, per copy10.00
Transcript with completion statement.....10.00
Special letters10.00
Course descriptions.....50.00
Graduation fee.....50.00
Certificate fee25.00
Diploma re-order (each time)5.00
Student I.D. Replacement fee.....25.00/Term
Deferred Payment Plan fee5.00
Late Payment fee.....5.00
Payment Plan finance charge: 1-1/2% per month on
outstanding balances25.00
Returned check/credit card rejection fee30.00
Late Registration fee.....30.00

Resident students pay both room and board charges for each period of registration.

Room deposit fee/damage fee
(non-refundable)50.00

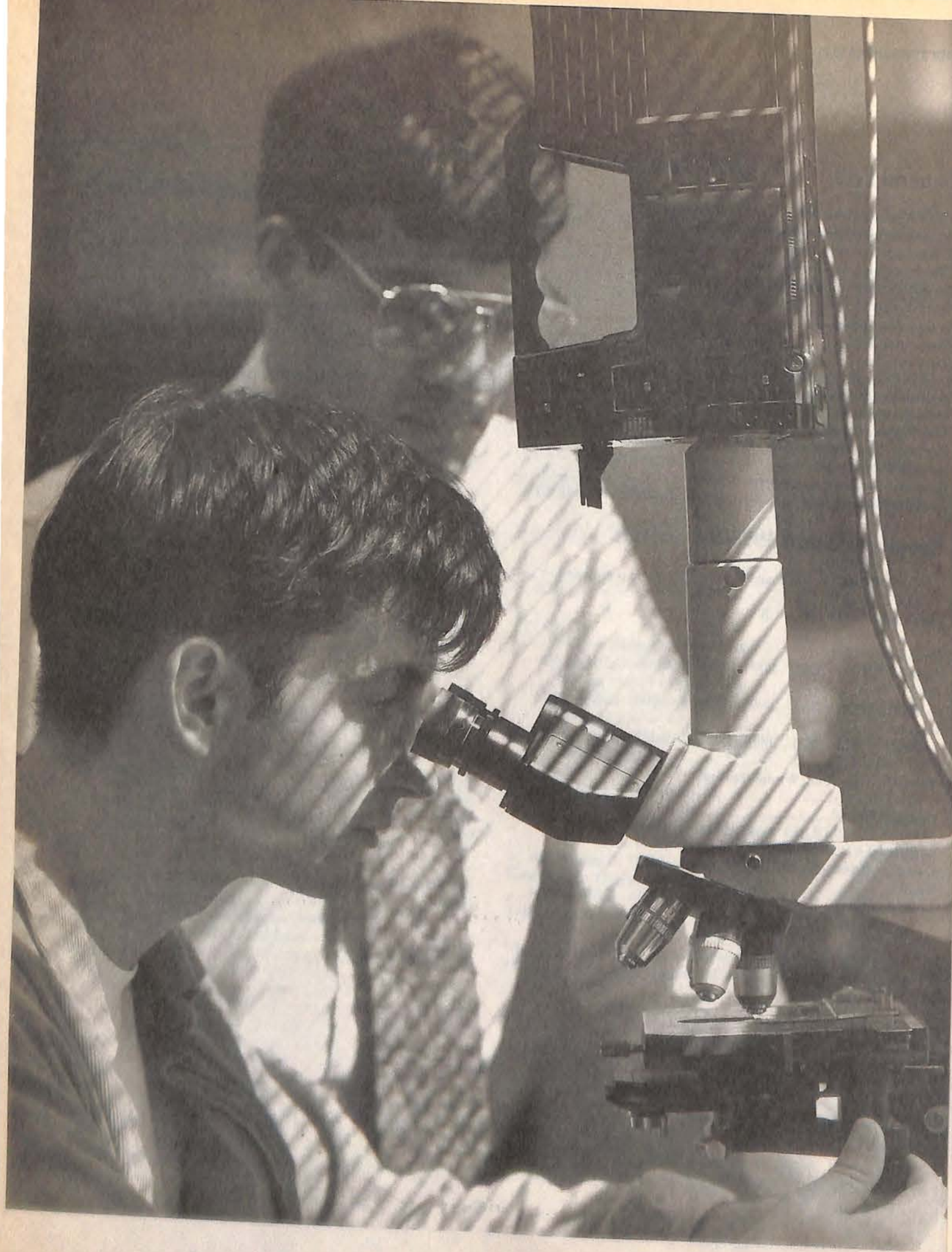
Non-National-Louis University students100.00

Guest rates: Overnight rooms—All rooms \$25.00 per person per night

* Point Plans: (A) 16,000; (B) 20,000; (C) 31,000

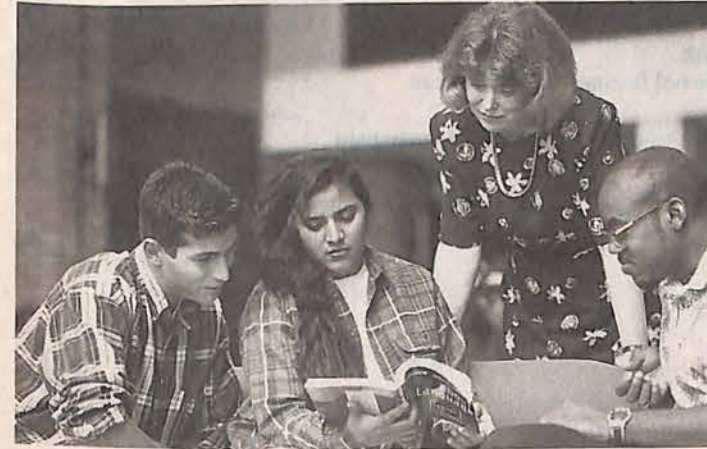
Room and Board 1998-99

| Per Quarter | Room | | | Board* | | | Room & Board | | |
|---------------------------------------|-------|-------|-------|--------|-------|-------|--------------|---|---|
| | A | B | C | A | B | C | A | B | C |
| Double room | 853 | 853 | 899 | 1,056 | 1,706 | 1,752 | 1,909 | | |
| Single room | 1,056 | 853 | 899 | 1,056 | 1,909 | 1,955 | 2,112 | | |
| Double-as-single | 1,272 | 853 | 899 | 1,056 | 2,125 | 2,171 | 2,328 | | |
| Three Quarters (Fall, Winter, Spring) | | | | | | | | | |
| Double room | 2,559 | 2,559 | 2,697 | 3,168 | 5,118 | 5,256 | 5,727 | | |
| Single room | 3,168 | 2,559 | 2,697 | 3,168 | 5,727 | 5,865 | 6,336 | | |
| Double-as-single | 3,816 | 2,559 | 2,697 | 3,168 | 6,375 | 6,513 | 6,984 | | |



Academic Programs

19



Academic Programs Overview

Chicago Metropolitan Area

| | College of Arts and Sciences | College of Management and Business | National College of Education |
|-----------------|--|---|-------------------------------|
| Chicago | Applied Behavioral Sciences* | Accounting | Early Childhood Education |
| | English | Business Administration/ Marketing | Elementary Education |
| | Health Care Leadership* | International Business Specialization | |
| | Human Services | Computer Information Systems & Management | |
| | Human Services/ Alcohol/Substance Abuse Studies** | Management* | |
| | Human Services/ Gerontology Specialization** | | |
| | Human Services/Psychology** | | |
| | Human Services/ Social and Behavioral Studies | | |
| | Liberal Arts Studies | | |
| | Mathematics/Quantitative Studies | | |
| | Psychology | | |
| Evanston | Applied Behavioral Sciences* | Management* | Early Childhood Education |
| | English | | Elementary Education |
| | Health Care Leadership* | | |
| | Human Services | | |
| | Human Services/ Alcohol/Substance Abuse Studies** | | |
| | Human Services/ Gerontology Specialization** | | |
| | Human Services/Psychology | | |
| | Human Services/ Social and Behavioral Studies | | |
| | Liberal Arts Studies | | |
| | Mathematics/Quantitative Studies | | |
| | Medical Technology | | |
| | Psychology | | |

* Offered in field-experience program model at locations throughout metropolitan area.

** Some required specialty courses may not be offered on each campus every academic year. Consult the University Class Schedule for current information.

| | College of Arts and Sciences | College of Management and Business | National College of Education |
|-----------------|--|------------------------------------|-------------------------------|
| Evanston | Radiation Therapy | | |
| | Respiratory Care | | |
| | Theatre Arts | | |
| Wheaton | Applied Behavioral Sciences* | Management* | Early Childhood Education |
| | Health Care Leadership* | | Elementary Education |
| | Human Services | | |
| | Human Services/ Alcohol/Substance Abuse Studies | | |
| | Human Services/ Gerontology Specialization | | |
| | Human Services/Psychology | | |
| | Human Services/ Social and Behavioral Studies | | |
| | Liberal Arts Studies | | |
| | Mathematics/Quantitative Studies | | |
| | Psychology | | |
| Wheeling | Health Care Leadership* | | |
| | Human Services | | |
| | Human Services/ Alcohol/Substance Abuse Studies** | | |
| | Human Services/Psychology** | | |
| | Human Services/ Social and Behavioral Studies | | |
| Elgin | Applied Behavioral Sciences* | Management* | Elementary Education |
| | Human Services | | |
| | Psychology | | |

* Offered in field-experience program model at locations throughout metropolitan area.

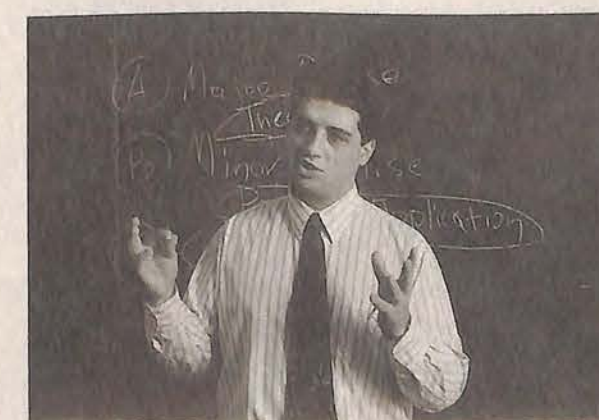
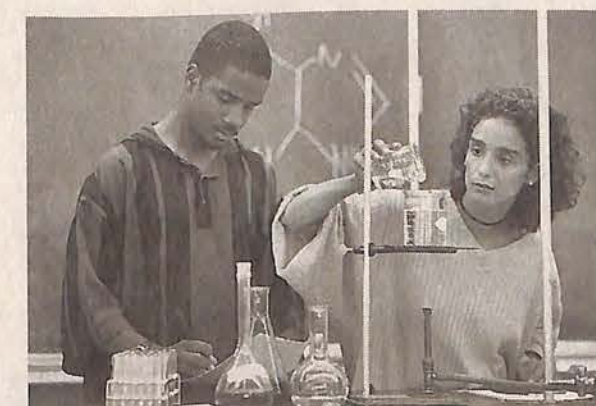
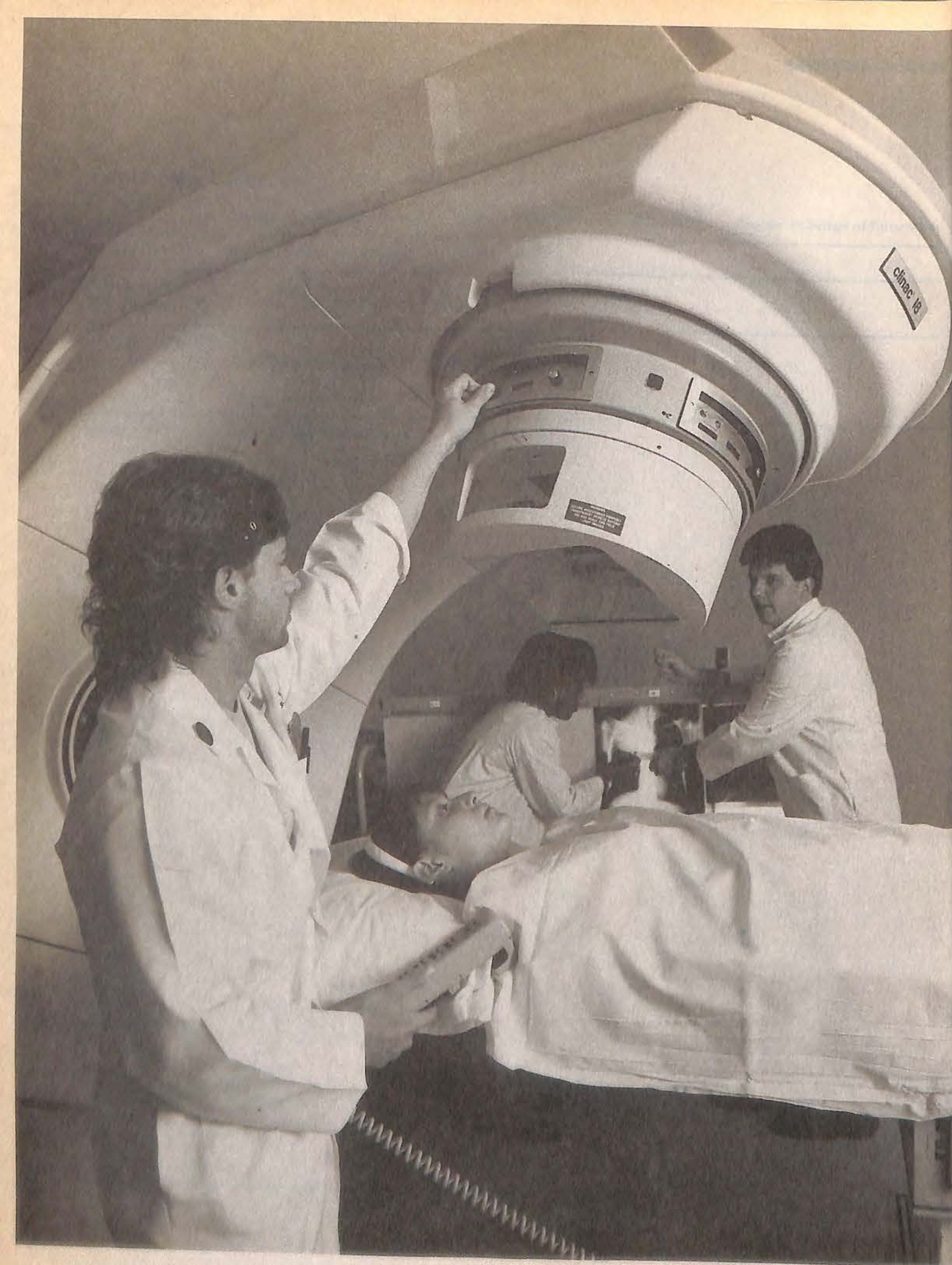
Out-of-State Campuses

| | College of Arts and Sciences | College of Management and Business | National College of Education |
|-----------------------------------|---|------------------------------------|-------------------------------|
| St. Louis, MO | Applied Behavioral Sciences* | Management* | |
| Northern, VA/ Washington, D.C. | | Management* | |
| Florida Regional Campus | Applied Behavioral Sciences* Health Care Leadership* | Management* | |
| Atlanta, GA | Applied Behavioral Sciences* | Management* | |

* Offered in field-experience program model at locations throughout metropolitan area.

College of Arts and Sciences

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The College of Arts and Sciences supports the academic objectives of National-Louis University with an excellent teaching faculty and innovative instructional programs. Although the core disciplines of the College continue to be the traditional liberal arts and sciences, the College's educational philosophy emphasizes the application of theory to practice. Consequently, the College's related professional programs are exceptional examples of practitioner-oriented education. These instruction programs are offered by faculty members committed to maximizing student achievement. With the use of carefully tailored student assessment practices and appropriate supplemental instruction, the College of Arts and Sciences insures that each student has the opportunity to realize the highest level of personal excellence.

Division of Health and Human Services

Allied Health Programs

The Allied Health Programs, which are housed in the Division of Health and Human Services, provide a variety of professional services to the community. These programs include: Medical Assisting, Audiology, Therapeutic Recreation, and Health Care Administration. These programs are designed to provide students with the knowledge and skills necessary to enter the workforce upon graduation. The programs are designed to provide students with the knowledge and skills necessary to enter the workforce upon graduation.

Allied Health professionals who have completed their education in the Division of Health and Human Services are prepared to enter the workforce upon graduation. The programs are designed to provide students with the knowledge and skills necessary to enter the workforce upon graduation. The programs are designed to provide students with the knowledge and skills necessary to enter the workforce upon graduation.

Allied Health—Administration Program

Allied Health—Education Minor

The Allied Health—Administration Program and Allied Health—Education Minor are designed to provide students with the knowledge and skills necessary to enter the workforce upon graduation. The programs are designed to provide students with the knowledge and skills necessary to enter the workforce upon graduation.

Health Care Leadership Program (HCLP)

The Health Care Leadership Program (HCLP) is designed to provide students with the knowledge and skills necessary to enter the workforce upon graduation. The program is designed to provide students with the knowledge and skills necessary to enter the workforce upon graduation.

The program is designed to provide students with the knowledge and skills necessary to enter the workforce upon graduation. The program is designed to provide students with the knowledge and skills necessary to enter the workforce upon graduation.

Health Care Leadership Program

Health Care Leadership Program

Allied Health Programs

Allied Health—Administration Program

Allied Health—Education Minor

Allied Health—Administration Program

Allied Health—Education Minor

Allied Health—Administration Program

Allied Health—Education Minor

Allied Health—Administration Program

Allied Health—Education Minor

Allied Health—Administration Program

Allied Health—Education Minor

Allied Health—Administration Program

Division of Health and Human Services

Allied Health Programs

The Allied Health Department offers programs to prepare students for initial entry into health professions as well as career advancement. Degree programs leading to professional careers include Medical Technology, Radiation Therapy, and Respiratory Care. These programs are offered in collaboration with several area hospitals and involve substantial periods of intensive clinical instruction. After completion of required prerequisite study, students must apply for admission to the professional program of their choice.

Allied health professionals who have obtained their professional credentials may seek career advancement through the Health Care Leadership program. Students are given opportunities to develop skills in health care team building, supervision, education, and leadership. Technical and professional preparation are combined with additional upper level course work to meet degree requirements. The program is designed to meet the needs of working adults.

Allied Health—Administration Minor

Allied Health—Education Minor

The Allied Health—Administration and Allied Health—Education minors are available to students in related programs. A minimum of 30 quarter hours selected with advisor approval from Allied Health, Human Services, Management, Education, or related courses must be successfully completed.

Health Care Leadership Program (B.S.)

The Bachelor of Science in Health Care Leadership is designed to meet the needs of adult learners whose primary focus is the health care field. The major is particularly suited to health care professionals who possess essential clinical skills but wish to enhance their career opportunities by developing proficiencies in management, supervision, leadership, and education.

The program is delivered in an accelerated format consisting of four terms with classes held typically one night a week. The classes are highly interactive and practical in nature. Carefully structured readings, written assignments, exercises, and applied term projects support the information acquisition and cognitive elements of the program. The four required terms focus on the following themes:

Health Care Team Building
Health Care Supervision

Health Care Education
Health Care Systems/Leadership

Program Admission Requirements

To enter the program students must enroll in the course, Blueprints for Lifelong Learning. This course allows the students to:

1. examine past achievements, current skills, and interests.
2. define personal and professional goals.
3. develop an educational plan for achieving their goals, including degree completion with assistance of an academic advisor.

Formal admission to the Health Care Leadership Major and enrollment in the intensive specialty courses sequence require the following:

1. licensure, registration or certification in a health care profession or employment in a health related field.
2. a minimum of 90 quarter hours (or 60 semester hours) of transferable credit. These credits may be earned through National-Louis University course work, transfer credit, credit by exam and credit by proficiency. A maximum of 60 quarter hours of technical credit may be included.
3. a grade point average of 2.0 or above (on a 4.0 scale) in all postsecondary work.
4. two letters of recommendation from persons qualified to judge academic or professional expertise.
5. completion of academic skills assessment. (Depending on the results of this assessment, the academic plan may include Strategies for Effective Learning, other preparatory courses or provisional status.)

General Studies Requirements

55 QH

Humanities (9 QH minimum)
Natural Sciences and/or Mathematics (9 QH minimum)
Behavioral Sciences (9 QH minimum)
Additional courses in above areas to total 55 QH

INT300 Blueprints for Lifelong Learning 2 QH

Health Care Leadership Requirements 48 QH

| | | |
|--------|--|---|
| AHA430 | Human Resource Development for Health Care Supervisors | 3 |
| AHA431 | Principles of Health Care Supervision | 5 |
| AHA432 | Financial and Physical Resource Administration | 4 |
| AHA440 | Health Care Systems | 5 |
| AHA441 | Health Care Planning and Evaluation | 4 |
| AHA442 | Ethical and Legal Issues in Health Care | 3 |
| AHE430 | Educational Delivery in Health Care | 4 |
| AHE431 | Presentations Skills in Health Care | 4 |
| AHE432 | Educational Assessment in Health Care | 4 |

| | | |
|--------|------------------------------------|---|
| AHG | Professional Writing in Healthcare | 4 |
| AHG400 | Overview of Health Care Delivery | 4 |
| LAS331 | Dynamics of Group Behavior | 4 |

Electives to total 180 quarter hours (including maximum of 60 quarter hours of technical credit). A student in the Health Care Leadership Program may earn elective and general studies credit through National-Louis University course work, transfer credit, credit by exam, credit by proficiency and credit by portfolio.

Total Minimum Hours 180QH

Medical Technology Program (B.S.)

The baccalaureate degree program in Medical Technology is offered in collaboration with The Evanston Hospital. The first three years at National-Louis University consist of a balanced program of liberal arts and sciences with an emphasis on the application of the sciences to the clinical laboratory. The professional component in the fourth year is hospital-based at the affiliate and provides clinical education specific to the laboratory sciences.

At the completion of the program, and a Bachelor of Science degree with a concentration in Medical Technology is awarded, the student is eligible to sit for the national certification examinations.

The program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences.

Medical Technology combines the health professional's goals of caring, helping, and healing in support of patient care. The medical technologist performs a variety of tests in the clinical laboratory for the purpose of diagnosing disease, evaluating the type of treatment to be employed, and monitoring the implications pertaining to the cause of disease. Many career opportunities outside the medical laboratory are also available.

Program Admission Requirements

The curriculum in Medical Technology consists of three years in the preclinical area at National-Louis University and one year of clinical education at the affiliated hospital. A baccalaureate degree is mandatory to be eligible to sit for the certification examinations.

To be considered for the clinical experience, students must maintain minimum science and cumulative grade point averages of 3.0/4.0. Transfer students with college credit will be evaluated on an individual basis. Placement in a specific clinical affiliate is determined by a Board of Admissions at the hospital.

Further information concerning program requirements can be found in the Medical Technology Program Student Handbook. All university academic requirements must be met.

General Studies Requirements

50 QH

Humanities

| | | |
|--------|---|---|
| LAE101 | Fundamentals of Composition | 5 |
| LAE102 | Composition and Literature | 5 |
| LAE305 | Philosophy of Values & Ethics OR | 5 |
| LAE320 | Philosophy of Death & Dying | 5 |
| | Humanities Elective | 5 |

Behavioral Science

| | | |
|--------|------------------------------|---|
| LAP100 | Introductory Social Science | 5 |
| | General Psychology | 5 |
| | Behavioral Science OR | 5 |
| | Social Science elective | 5 |

Natural Science

| | | |
|---------|-----------------|---|
| | Mathematics | 5 |
| LAN110 | General Biology | 5 |
| LAN351* | General Physics | 5 |

Medical Technology Requirements

Preclinical Requirements

88 QH

| | | |
|---------|--|----|
| LAM111 | Logarithm/Trigonometry Unit (if taking College Math) | 1 |
| LAN200 | Anatomy and Physiology I | 5 |
| LAN205 | Anatomy and Physiology II | 5 |
| LAN250* | Inorganic Chemistry I | 5 |
| LAN251* | Inorganic Chemistry II | 5 |
| LAN302* | Zoology | 5 |
| LAN358* | Organic Chemistry | 7 |
| LAN360* | Biochemistry | 5 |
| LAN364 | Quantitative Analysis | 5 |
| LAN366 | Biostatistics | 5 |
| LAN409 | Genetics | 5 |
| LAN410 | Fundamentals of Immunology | 5 |
| LAN411 | Microbiology | 5 |
| LAN412* | Medical Microbiology | 5 |
| | Electives (2) | 10 |
| AHM301 | Introduction to Hematology and Immunohematology | 5 |
| | Science elective OR Pathology | 5 |

Clinical Requirements

**45QH

| | | |
|---------|--|---|
| AHM400 | Orientation to Clinical Laboratory Science | 0 |
| AHM402 | Clinical Microbiology | 3 |
| AHM402A | Clinical Microbiology Laboratory I | 3 |
| AHM402B | Clinical Microbiology Laboratory II | 3 |
| AHM402C | Clinical Parasitology/Mycology | 2 |
| AHM402D | Clinical Virology | 1 |
| AHM403 | Clinical Hematology/Coagulation | 3 |

| | | |
|---------|--|---|
| AHM403A | Clinical Hematology/Coagulation Laboratory I | 2 |
| AHM403B | Clinical Hematology/Coagulation Laboratory II | 3 |
| AHM404 | Clinical Immunohematology/Transfusion Medicine | 1 |
| AHM404A | Clinical Immunohematology/Transfusion Medicine Laboratory I | 2 |
| AHM404B | Clinical Immunohematology/Transfusion Medicine Laboratory II | 2 |
| AHM405 | Clinical Immunoserology | 1 |
| AHM405A | Clinical Immunoserology Laboratory I | 2 |
| AHM405B | Clinical Immunoserology Laboratory II | 2 |
| AHM408 | Phlebotomy | 1 |
| AHM409 | Clinical Laboratory Science Management/Education | 2 |
| AHM410 | Clinical Biochemistry | 3 |
| AHM410A | Clinical Biochemistry Laboratory I | 3 |
| AHM410B | Clinical Biochemistry Laboratory II | 3 |
| AHM411 | Body Fluids | 1 |
| AHM411A | Body Fluids Laboratory | 2 |

Total Minimum Hours 183 QH

Students must demonstrate English competency by passing the English competency examination or by passing Fundamentals of Composition (LAE101) and Composition and Literature (LAE102) at National-Louis University with grades of "C" or better.

* Students who meet the residency requirements will also earn a science concentration.

** Prerequisites for clinical year consist of successful completion of all general studies and pre-clinical requirements. Minimum cumulative and science averages of 3.0/4.0 must be earned before placement at a clinical site. Students must meet minimum academic criteria for each course to earn the baccalaureate degree and eligibility for certification.

Radiation Therapy Program (B.S.)

This baccalaureate degree program with a professional sequence educates therapists for hospital staff positions to deliver a planned course of radiation therapy to cancer patients.

Entering students should consult the program director early in their studies and must follow established course sequences to avoid delays in program completion.

Radiographers with A.A. or A.S. degrees may be awarded advanced standing in the program.

All Radiation Therapy students must pass a course in Cardiopulmonary Resuscitation as prescribed by the American Heart Association before they complete the professional sequence of the program. The program is accredited by the Joint Review Committee on Education in Radiologic Technology.

The program has affiliations with seven area hospitals for the purpose of providing the clinical education. The clinical affiliates are:

Alexian Brothers Hospital, Elk Grove
The Evanston Hospital, Evanston
Lutheran General Hospital, Park Ridge
Northwest Community Hospital, Arlington Heights
Northwestern Memorial Hospital, Chicago
Hinsdale Hospital, Hinsdale
St. Francis Hospital, Evanston

Program Admission Requirements

Students seeking admission to the Radiation Therapy Professional Sequence must first gain admission to the University and then complete at least 80 quarter hours of college level course work with a minimum cumulative grade point average of 3.0 on a 4.0 scale. All general studies courses must be completed before admission to professional sequence.

All Language Institute and developmental courses prescribed based on entry testing must be completed before program admission.

Students should contact the Program Director for information about program application procedures and deadlines. Admission is currently limited to 25 students per year. If space is available, individual prerequisite courses may be deferred with Allied Health Department approval. Early application is encouraged. Students who miss the application deadline or are not accepted for the clinical sequence may be considered for the following year.

Students considering application to the program should be aware of the physical requirements for the performance of the clinical objectives. Technical standards are available from the Program Director. Students must be at least 18 years of age before being permitted to register for clinical courses.

Transfer students are welcome; advanced standing will be determined by a review of their transcripts. Before admission to the clinic, students will be required to have a physical examination and chest x-ray, complete blood count, urinalysis, and tuberculin skin test. The appropriate data must be submitted to the Program Director no sooner than six months prior to the first clinical day.

General Studies Requirements

82-88 QH

Humanities

| | | |
|--------|-----------------------------|---|
| LAE101 | Fundamentals of Composition | 5 |
| LAE102 | Composition and Literature | 5 |
| HSC320 | Death/Dying | 5 |
| | Humanities Elective | 2 |

Natural Science

| | | |
|--------|------------------------------|-----|
| LAM110 | College Mathematics | 5 |
| LAM111 | Logarithm/Trigonometry | 1 |
| LAN110 | General Biology | 5 |
| LAN200 | Anatomy/Physiology I | 5 |
| LAN205 | Anatomy/Physiology II | 5 |
| | Introductory Computer Course | 2-5 |

| | | |
|--------|-----------------------------|---|
| LAP100 | General Psychology | 5 |
| | Introductory Social Science | 5 |
| | Behavioral Science Elective | 5 |

Allied Health/Interdisciplinary

| | | |
|--------|---------------------|---|
| AHG102 | Medical Terminology | 2 |
|--------|---------------------|---|

Other Electives Under Advisement approx 25QH

Professional Courses 101 Quarter Hours

| | | |
|---------|-----------------------------------|---|
| AHR200* | Introduction to Radiation Therapy | 5 |
| AHR201 | Patient Care | 5 |
| AHR202 | Imaging Techniques in Medicine | 2 |
| AHR203* | Radiation Physics I | 5 |
| AHR313* | Radiation Physics II | 5 |
| AHR314 | Radiation Protection | 2 |
| AHR315 | Quality Assurance | 2 |
| AHR412* | Oncology | 5 |
| AHR413* | Radiation Biology | 5 |
| AHR415 | Radiation Research Seminar | 5 |
| AHR416 | Radiation Oncology I | 5 |
| AHR417 | Radiation Oncology II | 5 |
| AHR418 | Dosimetry | 5 |
| AHR420* | Pathology | 5 |
| AHR425 | Quality Management | 2 |
| AHR481 | Clinical Practicum I | 7 |
| AHR482 | Clinical Practicum II | 9 |
| AHR483 | Clinical Practicum III | 9 |
| AHR484 | Clinical Practicum IV | 9 |
| AHR481s | Practicum Seminar I | 1 |
| AHR482s | Practicum Seminar II | 1 |
| AHR483s | Practicum Seminar III | 1 |
| AHR484s | Practicum Seminar IV | 1 |

*These courses may be counted toward a science concentration.

Suggested Electives

| | |
|---------------------------------|---|
| Logic/Effective Thinking | 5 |
| Life Span Development | 5 |
| Statistics | 5 |
| Philosophy of Values and Ethics | 5 |
| Effective Speaking | 5 |

Students must demonstrate English competency by passing the English competency examination or by passing Fundamentals of Composition (LAE101) and Composition and Literature (LAE102) at National-Louis University with a grade of "C" or better.

* These courses may be counted toward a science concentration.

Respiratory Care Program (B.S.)

The baccalaureate program is offered in collaboration with clinical affiliates in the Chicago area. Freshmen begin their studies with a balanced program of liberal arts and science courses. The professional sequence typically begins in the junior year. Respiratory Care didactic courses are integrated with clinical rotations in area hospitals.

The professional component of the program is a continuation of the hospital-based program offered by the University of Chicago Medical Center. As such, it is the oldest accredited respiratory therapy educational program in current operation. The University of Illinois at Chicago Hospitals, Catholic Health Partners, Evanston Hospital, Northwestern Memorial Hospital and Loyola University Medical Center act as clinical affiliates for the program, adding great diversity of clinical experience available for students. The program is accredited by the Commission on Accreditation of Allied Health Education Programs and the Committee on Accreditation for Respiratory Care.

This unique model combines intensive hospital training with the solid academic foundation of a baccalaureate program to enhance the prospects for continuing professional growth and development. Upon completion of the professional sequence requirements and required program prerequisites (typically at the end of the fall quarter of the senior year), the student is recognized as a Graduate Respiratory Therapist and is qualified to take the National Board for Respiratory Care (NBRC) Entry Level Examination. After passing this examination, graduates are eligible for the Advanced Practitioner (Registry) Examinations. Students may elect to seek employment while completing degree requirements on a full- or part-time basis. The final quarters of the degree program involve completion of B.S. requirements.

Program Admission Requirements

Enrollment in the Respiratory Care Program is limited to the number of available clinical rotations. Application to the professional sequence will normally occur during the spring quarter of the second year. If space allows, students can be admitted to an extended professional sequence option which involves taking one Respiratory Care course per quarter. (Typically these courses are AHP301, AHP302 and AHP303.) Students are expected to have a G.P.A. of 3.0 on a 4.0 scale in their preparatory studies. Exceptions will be evaluated on an individual basis. The final admission decision will be based on academic performance in general studies and required prerequisite courses. Applicants and students in clinical rotations are required to comply with all procedures and policies including infectious disease screening and immunization requirements established by the University and its clinical affiliates. Transfer students are welcome; previous work is evaluated on a course-by-course basis.

Further information concerning program requirements can be found in the Respiratory Care Program Student Handbook. Although the professional courses and clinical rotations must be completed in a prescribed sequence, students have considerable flexibility in designing their total academic program. All students seeking the B.S. degree must complete at least 180 quarter hours.

General Studies Requirements 50 QH

Humanities

| | | |
|--------|---|---|
| LAE101 | Fundamentals of Composition | 5 |
| LAE102 | Composition and Literature | 5 |
| LAH320 | Philosophy of Death and Dying OR | |
| | Humanities elective | 5 |
| | Humanities elective | 5 |

Natural Sciences

| | | |
|---------|-------------------------|---|
| LAM110 | College Mathematics | 5 |
| LAN110 | General Biology | 5 |
| LAN110L | General Biology Lab | 0 |
| LAN250 | Inorganic Chemistry | 5 |
| LAN250L | Inorganic Chemistry Lab | 0 |

Behavioral Sciences

| | | |
|--------|-------------------------------------|---|
| LAP100 | General Psychology OR | |
| LAP315 | Life Span Development | 5 |
| LAS115 | Introduction to Economics OR | |
| | Social Science elective | 5 |
| | Social Science elective | 5 |

Respiratory Care Requirements

Required Prerequisite Courses 18 QH

| | | |
|---------|----------------------------------|---|
| AHG102 | Medical Terminology | 2 |
| LAM111 | Logarithm/Trigonometry Functions | 1 |
| LAN205 | Anatomy and Physiology II | 5 |
| LAN250L | Anatomy and Physiology II Lab | 0 |
| LAN351 | General Physics | 5 |
| LAN351L | General Physics Lab | 0 |
| LAN411 | Microbiology | 5 |
| LAN411L | Microbiology Lab | 0 |

Professional Sequence and Clinical Courses 74 QH

| | | |
|---------|--|---|
| AHP301* | Pulmonary Physiology | 5 |
| AHP302* | Pulmonary Pathology | 5 |
| AHP303* | Cardiovascular Diseases and Therapy | 5 |
| AHP311 | Patient Assessment/Medical Gas Therapy | 5 |
| AHP312 | Airway Care | 5 |
| AHP313 | Respiratory Care Pharmacology | 3 |

| | | |
|---------|---------------------------------------|---|
| AHP411 | Mechanical Ventilators | 5 |
| AHP412 | Pulmonary Diagnostics | 2 |
| AHP421 | Respiratory Critical Care | 6 |
| AHP431 | Respiratory Care Specialties | 6 |
| AHP481 | Clinical Practice I | 6 |
| AHP482 | Clinical Practice II | 6 |
| AHP483 | Clinical Practice III | 5 |
| AHP484 | Clinical Practice IV | 6 |
| AHP499A | Current Topics in Respiratory Care I | 2 |
| AHP499B | Current Topics in Respiratory Care II | 2 |

Electives 38

Total Minimum Hours 180 QH

Students must demonstrate English competency by passing the English competency examination or by passing Fundamentals of Composition (LAE101) and Composition and Literature (LAE102) at National-Louis University with grades of "C" or better.

* These courses can be taken in the extended sequence option.

School Nurse Certification Program

Registered nurses with a bachelor's degree may complete the requirements for school nurse certification as part of the master's in education degree offered by National College of Education (see Graduate Catalog for additional information). Undergraduate students who plan to seek admission to this program should contact the School Nurse Program Director for information on prerequisite courses and admission requirements. Advanced undergraduate students may be permitted to enroll for School Nurse Program courses with permission of the School Nurse Program Director.

Human Services Programs

Department of Human Services programs are designed to assist students in developing a broad understanding of the issues concerning human services through coursework and practical application. Students work in team efforts with experts to develop professional skills and gain experience.

The Department offers both undergraduate and graduate level career preparation for the field of human services. The multidisciplinary studies of the baccalaureate program assist the student in establishing a core foundation of common helping skills and knowledge while encouraging studies of unique interest to the student. The graduate programs offer additional opportunities for the development of advanced knowledge and skills in a number of specialized areas.

The philosophical foundation of the field of human services is reflective of an eclectic model. This blending of theory with specific skills prepares the students to:

1. Respond to the needs of diverse persons or groups with appropriate holistic approaches.
2. Provide direct care to clients.
3. Work in many types of agency and community service settings and programs.
4. Assume decision-making responsibilities at a variety of direct service and programmatic levels.

Undergraduate students in the Department of Human Services are admitted to the Social and Behavioral Studies Program for preprofessional study. Upon completion of preprofessional requirements, the student may continue in the Social and Behavioral Studies Program or seek admission to one of the Human Service professional studies sequences.

The Human Services professional studies sequence begins in the junior year of study. It includes course work addressing advanced clinical studies, practicums in clinical affiliates, specialization course work, and electives under advisement. Entrance into the Professional Studies Sequence is dependent upon successful completion of Preprofessional Studies requirements and the recommendation of the Human Services faculty. Additional detail is provided in the Human Services Department Undergraduate Handbook. Program policies and programmatic revisions contained therein may supersede the general descriptions and explanations set forth in this catalog. Undergraduate students may, with undergraduate advisor approval, enroll in selected graduate-level course work.

PreProfessional Requirements

A. Human Services Courses

| | | |
|--------|--|---|
| HSC101 | Introduction to Human Services | 5 |
| HSC102 | Introduction to Applied Group Process | 5 |
| HSC201 | Principles and Dynamics of Interviewing | 5 |
| HSC202 | Theory and Techniques of Crisis Intervention | 5 |
| | Human Service elective | 5 |

B. The student will need to maintain a 3.0 (B) grade point average in the above courses for consideration for acceptance into the Professional Studies Sequence.

If a student has a GPA lower than 3.0 (B), he or she may be accepted provisionally into the Professional Studies Sequence under exceptional circumstances.

C. A grade of "D" or "U" in any Human Services course requires a repeat of the course. If students receive a second "D" or "U", he or she may be dropped from the program.

D. If a student who has declared Human Services as his/her major receives more than one "In Progress" during any academic year (for other than health reasons), the student will automatically be placed on provisional status if accepted into the program. The student will be notified in writing when placed on provisional status. A third such "In Progress" will result in dismissal from the program.

E. Students must complete a minimum of 35 credits of the required 55 credits in General Education Requirements.

F. Students must successfully have passed the English Competency Test or its equivalent as defined by the department, before admittance to the professional sequence.

Transfer Student Requirements

In addition to the graduation requirements for all baccalaureate degree programs, students transferring into an undergraduate program sponsored by the Human Service Department must include at least one advanced techniques course and one quarter of practicum in the upper division course work taken at National-Louis University. A maximum of five quarter hours of practicum credit from other approved institutions may be applied to practicum requirements; additional credits may be counted as electives. (See the Human Services Department Undergraduate Handbook for additional details.) Students in the Human Services and Psychology Program must complete at least 10 quarter hours of upper division work in each department at National-Louis University. To insure coverage of essential professional requirements, all courses selected to meet the minimum upper division and residence requirements must be approved by the student's academic advisor.

Human Services Practicum

The specific purposes of the practicum program for the student, agency, and university are:

1. To provide the student with experiences upon which to build his/her professional career.
2. To provide the student with an arena to practice the application of human services theories and techniques in field settings.
3. To provide the student with an opportunity to discover his/her professional strengths and weaknesses.
4. To broaden the student's concept of human services agencies and provide experiences which will expand the student's understanding of human behavior.
5. To provide the college with a practical setting for evaluating student performance.
6. To establish and enhance communication between agencies and college.
7. To offer practitioners an opportunity to cooperate and serve the profession through the preparation of new professionals.

The practicum program in all curriculums besides Human Services/Psychology consists of two separate placement experiences. Each placement consists of a minimum of 15 hours a week for 20 weeks or 2 consecutive quarters (minimum of 300 total hours).

Each student must be covered by malpractice insurance during the time he/she is participating in the practicum program. The student will be assessed a fee upon registration for the practicum to cover this expense.

(See Human Services Department Undergraduate Handbook for more details.)

Professional Responsibility in Human Service Work

In addition to the usual academic expectations, the faculty of the Department of Human Services emphasizes that student success also means demonstrating responsible and ethical behavior towards self and others. Each student pursuing human services study is expected to subscribe to the code of ethics and to abide by the Department's policy on attitudes and behavior with respect to drug use, as published in the Human Services Department Undergraduate Handbook.

Human Services Student Minimum Performance Criteria

It is the responsibility of the Human Services faculty to assess students regularly in relation to their academic progress and professional development. Students are expected to meet the minimum criteria at all times. Faculty reserves the right to retain only those students who meet the defined minimum criteria for professional courses and programs. In addition to specific course and program criteria, each Human Services student is expected to:

- follow policies and procedures and supervisory directions of the Human Services program and field placement agencies.
- demonstrate honesty in all matters.
- respect the rights of others.
- maintain a physically clean, neat, and appropriate professional appearance.
- refrain from unprofessional attention getting behavior.
- maintain professional relationships with clients and agency staff and refrains from personal social relationships.
- not come to school, class, or practicum under the influence of alcohol or nonprescription drugs.
- demonstrate an ability in class and practicum to separate his/her own personal issues from professional responsibilities.

Student Rights and Appeals Processes

It is a student's obligation to read and become familiar with their rights and obligations as further explained in the General Information section of this catalog as well as policies contained within the Student Guidebook.

Social and Behavioral Studies Program (B.A.)

The Social and Behavioral Studies curriculum is an academic program designed for individuals who wish to pursue the Human Services Program without completing the clinical practice requirements. This program is appropriate for individuals who have already completed initial professional certification or for those who seek general academic preparation for nonclinical employment or entry into professional study at the graduate level. The program does not provide entry level preparation for human services professional practice.

General Studies Requirements

Humanities

| | | |
|--------|--|---|
| LAE101 | Fundamentals of Composition | 5 |
| LAE102 | Composition and Literature | 5 |
| | Fine Arts elective | 5 |
| LAH120 | Logic and Effective Thinking OR Humanities elective | 5 |

Natural Sciences

| | | |
|--------|-------------------------------|---|
| LAM110 | College Mathematics OR | 5 |
| LAM216 | Statistical Methods | 5 |
| LAN110 | General Biology | 5 |
| | Math and Science elective | 5 |

Behavioral Sciences

| | | |
|--------|--|---|
| LAP100 | General Psychology OR | 5 |
| LAP315 | Life Span Development | 5 |
| | Introductory Social Science course | 5 |
| | Social Science elective | 5 |
| | Humanities, Natural OR Behavioral Sciences elective | 5 |

Social and Behavioral Studies Requirements

55 QH

| | | |
|--------|---|---|
| HSC101 | Introduction to Human Services | 5 |
| HSC102 | Introduction to Applied Group Process | 5 |
| HSC201 | Principles and Dynamics of Interviewing | 5 |
| HSC202 | Theory and Techniques of Crisis Intervention | 5 |
| HSC203 | Principles of Family Intervention | 5 |
| HSC305 | Special Needs Populations | 5 |
| HSC310 | Administration of Health and Human Services Organizations | 5 |
| HSC503 | Counseling and Development in a Multicultural Society | 5 |
| HSM415 | Strategies of Community Intervention | 5 |
| HSM406 | Human Services and the Law | 5 |
| INT310 | Research Methods in Behavioral Sciences | 5 |

Human Services electives under advisement* 50

Free Electives 20

Total Minimum Hours 180 QH

Students must demonstrate English competency by passing the English competency examination or by passing Fundamentals of Composition (LAE101) and Composition and Literature (LAE102) at National-Louis University with a grade of "C" or better.

Evaluation of prior nontranscribed learning is available through the course Career Assessment and Planning. There is a 45-quarter-hour limit on this credit. See the Assessment Center section for more information.

* Students must consult with their advisors to select courses that match an identified area of specialization.

Human Services Program (B.A.)

General Studies Requirements 55 QH

| | | |
|------------|--|---|
| Humanities | | |
| LAE101 | Fundamentals of Composition | 5 |
| LAE102 | Composition and Literature | 5 |
| | Fine Arts elective | 5 |
| LAH120 | Logic and Effective Thinking OR Humanities elective | 5 |

| | | |
|------------------|---------------------------------|---|
| Natural Sciences | | |
| LAM110 | College Mathematics OR | |
| LAM216 | Statistical Methods | 5 |
| LAN110 | General Biology | 5 |
| | Math OR Science elective | 5 |

| | | |
|---------------------|--|---|
| Behavioral Sciences | | |
| LAP100 | General Psychology OR | |
| LAP315 | Life-Span Development | 5 |
| | Introductory Social Science course | 5 |
| | Social Science elective | 5 |
| | Humanities, Natural OR Behavioral Sciences elective | 5 |

Human Services Requirements 55 QH

| | | |
|--------|---|---|
| HSC101 | Introduction to Human Services | 5 |
| HSC102 | Introduction to Applied Group Process | 5 |
| HSC201 | Principles and Dynamics of Interviewing | 5 |
| HSC202 | Theory and Techniques of Crisis Intervention | 5 |
| HSC203 | Principles of Family Intervention | 5 |
| HSC305 | Special Needs Populations | 5 |
| HSC310 | Administration of Health and Human Services Organizations | 5 |
| HSC503 | Counseling and Development in a Multicultural Society | 5 |
| HSM415 | Strategies of Community Intervention | 5 |
| HSM406 | Human Services and the Law | 5 |
| INT310 | Research Methods in Behavioral Sciences | 5 |

Professional Studies Sequence 20 QH

| | | |
|--------|---|-----|
| HSM481 | HS Practicum I | 1-5 |
| HSM482 | HS Practicum II | 1-5 |
| HSM483 | HS Practicum III | 1-5 |
| HSM484 | HS Practicum IV | 1-5 |
| HSM385 | Practicum Supervision (must register for supervision concurrent with each practicum registration) | 1 |

Human Services Electives under advisement (specialization) 40

Free Electives 10

Total Minimum Hours 180 QH

English competency must be documented by passing the English competency examination or by passing Fundamentals of Composition (LAE101) and Composition and Literature (LAE102) at National-Louis University with a grade of "C" or better.

Gerontology Specialization

Students emerging from this specialization are able to work in a variety of settings with the elderly including long term care facilities, community agencies and senior centers. This combination of theory and practice enhances the hands-on skills available to provide a professional practice to the aged.

In order for the Gerontology specialization to be noted on the transcript, the following courses must be included as part of the Human Services Program requirements listed above:

| | | |
|--------|--|----|
| HSC101 | Introduction to Gerontology | 5 |
| HSC441 | Health Care for Older Adults | 5 |
| HSC548 | Counseling Elders and Their Families | 5 |
| | Gerontology electives under advisement | 10 |

At least one practicum within the Human Services Program must be designated as Gerontology or conducted in a center serving older adults.

Human Services and Psychology Program (B.A.)

General Studies Requirements 55 QH

| | | |
|------------|--|---|
| Humanities | | |
| LAE101 | Fundamentals of Composition | 5 |
| LAE102 | Composition and Literature | 5 |
| | Fine Arts elective | 5 |
| LAH120 | Logic and Effective Thinking OR Humanities elective | 5 |

| | | |
|------------------|---------------------------------|---|
| Natural Sciences | | |
| LAM110 | College Mathematics OR | |
| LAM216 | Statistical Methods | 5 |
| LAN110 | General Biology | 5 |
| | Math OR Science elective | 5 |

Behavioral Sciences

| | | |
|--------|--|---|
| LAP100 | General Psychology | 5 |
| | Introductory Social Science course | 5 |
| | Social Science elective | 5 |
| | Humanities, Natural OR Behavioral Sciences elective | 5 |

Program Requirements

Human Services 50 QH

| | | |
|----------|--|----|
| HSC102 | Introduction to Applied Group Process | 5 |
| HSC201 | Principles and Dynamics of Interviewing | 5 |
| HSC202 | Theory and Techniques of Crisis Intervention | 5 |
| HSC203 | Principles of Family Intervention | 5 |
| INT310 | Research Methods in Behavioral Sciences | 5 |
| HSM481-3 | Human Service practicums and Practicum Supervision | 10 |
| | Human Service electives under advisement | 15 |

Psychology 45 QH

| | | |
|--------|---|----|
| LAP315 | Life Span Development OR One Developmental Psychology course | 5 |
| LAP306 | Theories of Personality | 5 |
| LAP307 | Abnormal Psychology | 5 |
| LAP420 | Social Psychology | 5 |
| LAP425 | Mental Health | 5 |
| | Psychology electives under advisement | 20 |

Electives under advisement 15

Free electives 15

Total Minimum Hours 180 QH

English competency must be documented by passing the English competency examination or by passing Fundamentals of Composition (LAE101) and Composition and Literature (LAE102) at National-Louis University with a grade of "C" or better.

Human Services/Alcoholism Substance Abuse Programs

National-Louis University has three programs available to students interested in pursuing study in Alcoholism/Substance Abuse. These programs are:

- B.A. Human Services and Alcoholism/Substance Abuse
- Certificate in Alcoholism/Substance Abuse Counselor Studies (35 quarter hours) (Does not include practicum)
- Certificate in Alcoholism/Substance Abuse Training (45 quarter hours) (Does include practicum)

These degree and certificate programs are accredited by the Illinois Alcohol and Other Drug Abuse Professional Certification Association, Inc.

Human Services and Alcoholism/Substance Abuse (B.A.)

General Studies Requirements 55 QH

| | | |
|------------|--|---|
| Humanities | | |
| LAE101 | Fundamentals of Composition | 5 |
| LAE102 | Composition and Literature | 5 |
| | Fine arts elective | 5 |
| LAH120 | Logic and Effective Thinking OR Humanities elective | 5 |

| | | |
|------------------|---------------------------------|---|
| Natural Sciences | | |
| LAM110 | College Mathematics OR | |
| LAM216 | Statistical Methods | 5 |
| LAN110 | General Biology | 5 |
| | Math OR Science elective | 5 |

| | | |
|---------------------|--|---|
| Behavioral Sciences | | |
| LAP100 | General Psychology OR | |
| LAP315 | Life Span Development | 5 |
| | Introductory Social Science course | 5 |
| | Social Science elective | 5 |
| | Humanities, Natural OR Behavioral Sciences elective | 5 |

Human Services Requirements 65 QH

| | | |
|----------|---|----|
| HSC101 | Introduction to Human Services | 5 |
| HSC102 | Introduction to Applied Group Process | 5 |
| HSC201 | Principles and Dynamics of Interviewing | 5 |
| HSC202 | Theory and Techniques of Crisis Intervention | 5 |
| HSC203 | Principles of Family Intervention OR | |
| HSC305 | Special Needs Populations | 5 |
| HSC310 | Administration of Health and Human Services Organizations | 5 |
| HSC503 | Counseling and Development in a Multicultural Society | 5 |
| HSS531 | Addictions and the Family | 5 |
| HSM406 | Human Services and the Law | 5 |
| HSM415 | Strategies of Community Intervention | 5 |
| HSM481-3 | Human Services Practicum and Practicum Supervision | 10 |
| INT310 | Research Methods in Behavioral Sciences | 5 |

| 38 Alcoholism/Substance Abuse Requirements | | | 30 QH |
|--|--|----|--------|
| HSS100 | Introduction to Alcoholism/Substance Abuse | 5 | |
| HSS200 | Physiology of Alcoholism and Substance Abuse | 5 | |
| HSS201 | Sociocultural Aspects of Alcohol/Substance Abuse | 5 | |
| HSS202 | Applied Clinical Strategies in Alcoholism/Substance Abuse | 5 | |
| HSS481-3 | Alcohol/Substance Abuse Practicums and Practicum Supervision | 10 | |
| Electives under advisement | | | 30 |
| Total Minimum Hours | | | 180 QH |

Course work is selected with departmental faculty advisement to meet specialization requirements and address academic and professional career interests.

English Competency must be documented by passing the English Competency examination or by passing Fundamentals of Composition (LAE101) and Composition and Literature (LAE102) at National-Louis University with a grade of "C" or better.

Alcoholism/Substance Abuse Certificate Programs

National-Louis University provides the alcoholism/substance abuse counselor trainee the opportunity to develop professional competencies necessary to become an effective counselor by providing closely supervised clinical learning experiences in alcoholism and drug treatment centers as accredited by the Illinois Alcohol and Other Drug Abuse Professional Certification Association, Inc.

NOTE: Transfer students may apply a maximum of 20 quarter hours of previous college course work towards certificate programs.

Certificate Program I: Undergraduate Certificate in Alcoholism/ Substance Abuse Counselor Studies.

Designed for experienced and/or currently employed alcoholism counseling personnel employed as entry- and mid-level service providers.

Certificate Program II: Undergraduate Certificate in Alcoholism/ Substance Abuse Training.

Designed for persons desiring entry- and mid-level positions in the alcoholism counseling field, who are essentially new trainees with little or no work experience under agency supervision in direct counseling of alcoholic clients.

| Requirements for Both Certificates: | | | 35 QH |
|-------------------------------------|--|---|-------|
| HSC102 | Introduction to Applied Group Processes | 5 | |
| HSC201 | Principles and Dynamics of Interviewing | 5 | |
| HSC203 | Principles of Family Intervention OR | | |
| HSS531 | Addictions and the Family | 5 | |
| HSS100 | Introduction to Alcoholism and Substance Abuse | 5 | |
| HSS200 | Physiology of Alcoholism/Substance Abuse | 5 | |
| HSS201 | Sociocultural Aspects of Alcoholism/Substance Abuse | 5 | |
| HSS202 | Applied Clinical Strategies in Alcohol/Substance Abuse | 5 | |

Additional Courses for Certificate II

| | | | |
|--------|--|-----|--|
| HSS481 | Alcoholism/Substance Abuse Practicum I | 4-5 | |
| HSM385 | Practicum Supervision | 1 | |

(A minimum of 150 hours of clinical contact and experience in an approved alcoholism treatment center.)

| | | | |
|--------|---|-----|--|
| HSS482 | Alcoholism/Substance Abuse Practicum II | 4-5 | |
| HSM385 | Practicum Supervision | 1 | |

(A minimum of 150 hours of clinical contact and experience in an approved alcoholism treatment center.)

Division of Language and Academic Development

The Division of Language and Academic Development (LAD) delivers undergraduate and graduate course work, grants graduate degrees, promotes lifelong learning, and responds proactively to the University's needs by providing educational services that uphold academic standards and increase student persistence while affirming and furthering institutional diversity.

The LAD division, through its individual departments, supports and maintains National-Louis University's academic standards by developing students' abilities in language and communication. The Department of Developmental Studies and the Center for Academic Development, and the Department of Applied Language and the Language Institute promote this mission by the assessment and placement of students into appropriate academic coursework and into programs of study and support that provide opportunities for students to become independent learners capable of reaching their full potential. The Department of Adult Education supports this mission by providing graduate programs which increase the professional knowledge and skills professionals need for engaging in the various fields which have the adult learner as their central focus.

In offering programs which increase students' chances of success in higher education as well as their satisfaction with the institution, the division enhances institutional efforts toward greater student retention. The programs meet the needs and interests of a multi-socioethnic, multi-aged population by offering opportunities for achieving excellence that go beyond the provision of access to higher education. In this academic support role, the division guides students toward the completion of degrees in the liberal arts and sciences and the professions.

As part of its commitment to lifelong learning, LAD graduate programs in the Adult Education Department focus on facilitating the education, training, and development of adults in a variety of settings. The goal of the Master of Adult Education program is to provide a complete professionalizing experience in key areas of adult learning and development. Specifically, it builds on the learner's existing career and professional skills while updating new knowledge and skills. The graduate program in Developmental Studies provides training for professionals to facilitate learning assistance at the postsecondary level.

The Division of Language and Academic Development provides educational services to the faculty and staff of the institution, which includes assistance in accommodating the needs of a diverse community of learners. This assistance includes translating and interpreting services, information on appropriate and effective teaching strategies and learning styles, in-class workshops, conference presentations, and the dissemination of research, theory, and effective practices in the fields of adult education, language teaching, and learning assistance.

The division furthers the University's goal of increasing institutional diversity with its active participation in the design and teaching of corporate sector offerings, the development and delivery of community outreach and intervention programs, and the delivery of on-campus services to a multi-socioethnic population. The divisional faculty's collective expertise in adult learning theory, human resource development, language acquisition, and cross-cultural communication provides a unique perspective which enables the college to further its mission.

The Center for Academic Development and The Department of Developmental Studies

The Center for Academic Development and the Department of Developmental Studies offer comprehensive academic programs which are designed to enable students to achieve their maximum learning potential at the postsecondary level. These units strongly maintain that access must be accompanied by a total support system and an institutional commitment to student success. Through provision of skills assessment, advising, developmental coursework, tutoring, and seminars which integrate learning strategies with specific discipline coursework, the programs promote academic excellence by guiding students to become efficient, independent learners.

Center for Academic Development (CAD)

The CAD is committed to providing comprehensive academic programs which enable learners of all ages, ethnolinguistic backgrounds and levels of capability to reach their full potential. The CAD professional staff includes learning specialists, subject-area specialists, and peer tutors with knowledge and expertise in current learning theory and instructional methodology. The CAD personnel collaborate with the Department of Developmental Studies faculty to develop and implement university-wide academic programs which complement general education and professional coursework; to present workshops for students/faculty; to design intervention programs for special populations; and to disseminate model retention programs through presentations at national conferences. Through the Office of Continuing Education and Outreach, the CAD delivers corporate communication skills courses and seminars in the workplace. At the heart of CAD programs are the learning specialists and faculty members working to assure the success of each student. They administer diagnostic and skills assessment and intervene on behalf of students with special learning needs. They also support university faculty who seek guidance in making their teaching more effective.

The programs of the Center have been cited as "exemplary" by the National Center for Developmental Education. They have made a significant impact on student learning and are an active part of the academic environment at National-Louis University campuses and academic centers.

In its outreach role, the CAD develops educational partnerships with the community at large to provide family literacy programs, to design educational intervention programs for elementary and secondary schools, and to provide continuing education opportunities to corporations, educational institutions, and community-based organizations. In its resource role, the CAD works with the Department of Developmental Studies and other university units to secure grants and contracts from public and private agencies to implement learning assistance and literacy programs.

Department of Developmental Studies

The faculty of the Department of Developmental Studies design and deliver credit and non-credit courses, programs, workshops, and staff development seminars which enhance communication skills and promote learning across the University.

Faculty hold leadership roles in the profession and actively contribute to the knowledge base of developmental education and related fields through research, publication, consultation, and professional presentations. Faculty also provide leadership to future developmental educators by creating opportunities for graduate students concentrating in developmental studies to apply theory to practice. The Department is committed to developing programs for students, faculty and staff which foster student retention, and to providing continuing education opportunities for corporations, educational institutions, and community-based organizations.

| The Developmental Studies Program | | QH |
|--|--|-----------|
| DVS100A | Strategies for Effective Reading I: Integration of Study Skills with Basic Comprehension | 2 |
| DVS100B | Strategies for Effective Reading II: Critical Analysis of Expository Text | 2 |
| DVS105 | University Success Seminar | 0-2 |
| DVS106 | Vocabulary Development | 2-4 |
| DVS200 | Strategies for Effective Writing | 0-2 |
| DVS200A | Introduction to Academic Discourse I | 2 |
| DVS200B | Introduction to Academic Discourse II | 2 |
| DVS205A | Communication Development I | 4 |
| DVS205B | Communication Development II | 4 |
| DVS300A | Strategies for Effective Learning I | 2 |
| DVS300B | Strategies for Effective Learning II | 2 |
| DVS301 | Perspectives on Prior Learning | 2 |
| DVS490 | Independent Study | 2-5 |
| DVS495 | Special Topic | 2-5 |
| Academic Development Seminars: | | |
| Conversation for Speakers of Other Languages | | noncredit |
| Math Workshop | | noncredit |

Additional Programs Delivered in Cooperation with the Center for Academic Development and the Department of Developmental Studies

Summer Bridge Program

The Summer Bridge Program is designed for new students who have been admitted to National-Louis University. It is held just prior to the start of the fall term. Participants meet daily for four hours over two weeks with a facilitator from the CAD. During the daily sessions, they become familiar with resources at National-Louis University and learn strategies that will help them adapt to the college environment while acquiring skills needed to meet the academic rigors of the University curricula.

Latino Outreach Program

The Latino Outreach Program fulfills the Center for Academic Development's commitment to provide programs of outreach to the community. This is an early intervention family literacy program providing English language instruction, early childhood education, and parental support for immigrant Hispanic men, women and their young children aged 3 months to 3-1/2 years old. The program is offered throughout the Chicago metropolitan area and in Syracuse, N.Y. Private foundations, corporations, and Federal and State agencies fund the program.

Academic Services for College Students with Learning Disabilities

The CAD at NLU provides tutoring assistance to documented learning disabled students (regularly admitted by the University and enrolled in regular and developmental college courses) so that they may pursue and complete a college education.

Supplemental Instruction

Supplemental instruction aims to increase persistence and raise final grades in targeted high risk required courses. Supplemental Instruction Leaders model appropriate student behaviors and conduct study sessions for all interested students from the course. SI Leaders attend all class sessions, take notes, and facilitate study sessions twice weekly. Leaders are taught study and teaching strategies by the SI Supervisor, a faculty member.

The Language Institute and The Department of Applied Language

The Language Institute and the Department of Applied Language collaborate in the assessment, placement, advising, and English language instruction of postsecondary and adult students whose native languages are other than English. In addition, these units offer foreign language courses and

coursework designed to enhance global awareness and knowledge of the universals and diversity of linguistic and cultural expression.

These activities are a natural outgrowth and continuation of National-Louis University's history of service to urban, immigrant and minority populations—a commitment which began in the last century with the work of founder Elizabeth Harrison. Today, the Language Institute and the Department of Applied Language help to provide the means by which a diverse community of individuals can achieve personal, professional, and academic goals.

The Language Institute

The Language Institute administers and implements the ESOL and foreign language courses, laboratories, tutorials, and workshops which are developed and approved by the Department of Applied Language. As an integral part of its university-wide function, the Institute coordinates the processes and procedures related to assessing the oral and written English language proficiency of nonnative speakers of English who apply for admission to National-Louis University. In addition, the Language Institute promotes and administers a variety of courses and programs for specific purposes offered on- and off-campus, in the community and the workplace.

The Language Institute also provides services to the institution and the community by offering translating, interpreting, multilingual and cultural advising, and in-services. As a resource center, the Institute provides international project support, and works with the Department of Applied Language and other university units in seeking grants and contracts, and in scanning the internal and external environment for possible program and service provision. Working closely with the immigrant and international student body, the Institute provides a forum for institutional and community individuals interested in issues such as the role of education in the economic progress of immigrants, international economic development, immigration policy, and the promotion of intercultural contact and cooperation.

The Department of Applied Language

The faculty of the Department of Applied Language create, approve and deliver credit and noncredit courses, programs and workshops designed to develop language and intercultural communication skills. The teaching staff hold advanced degrees in second language instruction or related fields, and are active in the internal and external promotion of scholarship, consultation, and professional development. The selection and development of curricula and faculty reflect a concern for the learner as an individual whose potential is progressively realized through innovative and responsive implementation in the classroom and in a variety of other settings.

The ESOL Program (English for Speakers of Other Languages) QH

| | | |
|---------|----------------------------|----|
| ESL100A | ESOL Level 1 | 13 |
| ESL100B | ESOL Level 2 | 13 |
| ESL200 | ESOL Level 3 | 13 |
| ESL201 | ESOL Level 4 | 13 |
| ESL202 | ESOL Level 5 | 13 |
| ESL203 | Writing Skills Development | 5 |

Additional Applied Language Courses

| | | |
|--------|--|-----|
| ESL490 | Independent Study | 2-5 |
| ESL495 | Special Topic | 2-5 |
| APL210 | Characteristics of Language in Culture | 5 |

English for Professional Success, Intermediate noncredit

English for Professional Success, Advanced noncredit

Introduction to English noncredit

Beginning English noncredit

The Foreign Language Minor 30QH

| | | |
|--------|---|----|
| APL100 | Foreign Language I | 5 |
| APL110 | Foreign Language II | 5 |
| APL120 | Foreign Language III | 5 |
| APL130 | First-Year Intensive Foreign Language I, II, & III | 15 |
| APL220 | Intermediate Foreign Language I | 5 |
| APL230 | Intermediate Foreign Language II | 5 |
| APL240 | Intermediate Foreign Language III | 5 |
| APL250 | Second-Year Intensive Foreign Language I, II, & III | 15 |

Division of Liberal Arts and Sciences

The Division of Liberal Arts and Sciences offers undergraduate students at National-Louis University courses in three general categories:

- 1. General studies foundation for all academic and professional programs as described along with degree requirements in each area;
- 2. Upper-level course work toward satisfaction of academic or professional program requirements for an area of concentration or specialization;
- 3. Completion of degree requirements in the Liberal Arts Studies program.

Applied Behavioral Sciences Degree Program (B.A.)

(Available only as a field program)

The Applied Behavioral Sciences (ABS) major is designed to prepare adult learners to work with people by combining concepts and themes from a variety of disciplines, such as psychology, sociology, communications, economics, and anthropology. With this behavioral science emphasis, students learn to understand, recognize, predict, and effectively deal with the behavior of individuals and groups. The ABS program also provides opportunities to apply the skills learned from these behavioral course concepts through a process of systematic inquiry and reporting.

This is a baccalaureate degree program for adult learners that encourages them to use their life experiences as they attend an intensive series of courses. Critical skills which are emphasized throughout the program include: oral and written communication, critical thinking, decision making, problem solving, and life-long learning. During the course of the program, learners also undertake independent research projects.

Applicants must have at least 90 quarter hours of transferable credit from accredited colleges or universities to be considered for the program. Of those 90 hours, a maximum of 60 quarter hours of technical credit may be applied to the degree.

General Studies Requirements 69 QH

| | |
|--|---|
| Humanities | 9 |
| Natural Sciences (science and/or mathematics) | 9 |
| Behavioral Sciences | 9 |
| Additional courses in above areas to total 69 QH | |

Applied Behavioral Science Requirements 50 QH

| | | |
|--------|---|---|
| INT410 | Leadership in a Changing World | 5 |
| INT430 | Methods of Inquiry in the Behavioral Sciences | 4 |
| INT490 | Independent Study in the Behavioral Sciences | 2 |
| LAH305 | Philosophy of Values and Ethics | 5 |
| LAP300 | Adult Development and Learning Assessment | 5 |
| LAP340 | Effective Interpersonal Relationships | 5 |
| LAS331 | Dynamics of Group Behavior | 4 |
| LAS426 | Multicultural Dimensions | 5 |
| LAS430 | Economic Issues in Global Perspective | 5 |
| LAS431 | Managerial and Supervisory Behavior | 5 |
| LAS435 | Senior Seminar: Integrating the Applied Behavioral Sciences | 2 |
| LAT440 | Professional Communications | 3 |

The Liberal Arts Studies Program (B.A.)

Students choose either two academic areas of concentration (45 quarter hours each) or one major (45 quarter hours) and two minor areas of concentration (30 quarter hours each). No courses with grades of "D" will be counted in the concentration.

General Studies Requirements 69 QH

| | | |
|------------------|-----------------------------------|---|
| Humanities | | |
| LAA110 | Introduction to Art | 2 |
| LAE101 | Fundamentals of Composition | 5 |
| LAE102 | Composition and Literature | 5 |
| | English, Speech OR Drama elective | 5 |
| LAH120 | Logic and Effective Thinking | 5 |
| LAU110 | Introduction to Music | 2 |
| Natural Sciences | | |
| LAM110* | College Mathematics | 5 |
| LAM112* | Concepts of Mathematics | 5 |
| LAN110 | General Biology | 5 |
| LAN150 | Survey of Physical Sciences | 5 |
| | Science elective | 5 |

* Higher level courses may be substituted with the approval of the Department of Mathematics.

Behavioral Sciences

| | | |
|--------|--|---|
| LAP100 | General Psychology | 5 |
| | Introductory Social Science course | 5 |
| LAS200 | U.S. History and Culture: 1492-1828 OR | |
| LAS201 | U.S. History and Culture: 1828-1898 OR | |
| LAS203 | U.S. History and Culture: 1898-present | 5 |
| LAS300 | Contemporary World Cultures | 5 |

Applied Economics

| | | |
|--------|-----------------------------|---|
| LAS125 | Consumer Economics OR | 5 |
| LAS130 | Internet for Economics | |
| LAS250 | Macroeconomics | 5 |
| LAS255 | Microeconomics | 5 |
| LAS307 | History of Economic Thought | 5 |
| LAS410 | Internship in Economics | 5 |

Total Minimum Hours 25QH

Liberal Arts Major Requirements 45 QH

| |
|------------------------------------|
| Anthropology |
| Applied Economics |
| Art |
| Biology |
| English |
| Psychology/Human Development |
| Mathematics (Quantitative Studies) |
| Multicultural Studies |
| Psychology |
| Science |
| Social Science |
| Theatre Arts |
| Theatre/Fine Arts |

Liberal Arts Minor Requirements 30 QH

| |
|------------------------------------|
| Art |
| Biology |
| English |
| Psychology/Human Development |
| Mathematics (Quantitative Studies) |
| Philosophy/Religion |
| Psychology |
| Science |
| Social Science |
| Theatre Arts |
| Theatre/Fine Arts |

Total Minimum Hours 180 QH

Upper level hours—total of 25 quarter hours. For double minor, each minor must have a minimum of 10 quarter hours of upper level credit.

Concentration Residence—of the total 25 required upper level hours, 15 quarter hours must be taken at National-Louis University. For the double minor, each minor must have a

minimum of 5 quarter hours of the 25 required upper level hours taken at National-Louis University.

General studies courses are included in the major and minor concentrations.

Students must demonstrate English competency by passing the English competency examination.

Anthropology

The Social Science Department offers the major in Anthropology.

Anthropology Major Requirements QH

| | | |
|--------|---------------------------------------|---|
| LAS110 | Introduction to Cultural Anthropology | 5 |
| LAS120 | Introduction to American Politics | 5 |
| LAS300 | Contemporary World Cultures | 5 |
| | One U.S. History Course | 5 |

Anthropology electives 25

Total Minimum Hours 45 QH
(25 must be upper level)

Applied Economics

Why and how do income, jobs opportunities, and price levels fluctuate? What causes one country to grow and prosper, while other countries with similar resources remain poor? How much of a country's wealth should be spent on defense, welfare, and education? These are some of the questions you will address when you study for a B.A. degree in Liberal Arts with major in Applied Economics. Students majoring in Applied Economics will have to complete the 25 Quarter Hours of core courses and an additional 20 Quarter Hours from one of the available specializations. The presence of two specializations allows for an opportunity to explore different facets of this discipline. The World Economics specialization provides students with a useful comparative view of economic issues from a global perspective. Basic real factors which underlie world trade, often obscured by theoretical veils, are uncovered. The Quantitative Economics specialization provides with a hands-on approach to collect, organize, analyze, and evaluate economic data.

Students pursuing a B.A. in Liberal Arts Studies with a major in Applied Economics choose one additional Liberal Arts major concentration (45 Quarter Hours) and additional Liberal Arts elective courses for a total of 180 Quarter Hours. The Applied Economics major with a Quantitative Economics specialization may complement a Liberal Arts major concentration in Mathematics, Psychology, or Science. The Applied Economics major with a World Economics specialization may complement a Liberal Arts major concentration in Anthropology, Art, Social Science or Multicultural Studies.

| | | |
|---------------------|---|------|
| 44 | World Economics Specialization | |
| LAS253 | Urban Economics | 5 |
| LAS315 | World Economics | 5 |
| LAS345 | Labor Economics | 5 |
| LAS430 | Economic Issues in a Global Perspective | 5 |
| LAS445 | Evolution of the American Economy | 5 |
| Total Minimum Hours | | 20QH |

| | | |
|---------------------------------------|------------------------------------|------|
| Quantitative Economics Specialization | | |
| LAM214 | Mathematics for Management Science | 5 |
| LAS350 | Statistics for Economics | 5 |
| LAS325 | Economic Forecasting | 5 |
| LAS335 | Applied Econometrics | 5 |
| LAS415 | Issues in Quantitative Economics | 5 |
| Total Minimum Hours | | 200H |

Art

The Art Department at National-Louis University features a heavy emphasis on studio art, while art theory and history courses, required of art majors, give students background and appreciation for hands-on experiences.

| Art Major Requirements | | QH |
|------------------------|----------------------|-------|
| LAA110 | Introduction to Art | 2 |
| LAA301 | Design | 5 |
| | Art History elective | 5 |
| | Art electives | 33 |
| Total Minimum Hours | | 45 QH |

| Art Minor Requirements | | |
|------------------------|---------------------|-------|
| LAA110 | Introduction to Art | 2 |
| LAA301 | Design | 5 |
| | Art History | 5 |
| | Art electives | 18 |
| Total Minimum Hours | | 30 OH |

After degree completion and teaching experience, students in the elementary teacher education program may be considered for the art specialist certification BY EVALUATION THROUGH THE ILLINOIS STATE BOARD OF EDUCATION. Students who want to pursue this option must consult with their art department advisor concerning additional art electives, art methods course (CIH481 Theory and Methods of Teaching Art, 3 quarter hours) and preclinical hours requirements.

The following is the recommended program of study for students interested in being considered for the art specialist endorsement through ISBE (Illinois State Board of Education) evaluation.

| | | |
|--|---------------------|--------------|
| General Studies | | 2 QH |
| LAA110 | Introduction to Art | 2 |
| Standard Teaching Concentration | | 30 QH |
| One of the following: | | 2-5 |
| LAA306 | Painting | |
| LAA495 | Graphic Arts | |

| | |
|-----------------------|------------------------|
| One of the following: | 2-5 |
| LAA301 | Design |
| LAA302 | Drawing |
| One of the following: | 2-5 |
| LAA300 | Ceramics |
| LAA305 | Modeling and Sculpture |

| | |
|-----------------------|----------------|
| One of the following: | 2-5 |
| LAA303 | Fiber Workshop |
| LAA304 | Mixed Media |

| | | |
|-----------------------------------|---|-----|
| One of the following art history: | | 2-5 |
| LAA310 | Mexican Art | |
| LAA320 | African Art | |
| LAA321 | Sources and Development of American Art | |
| LAA322 | Nineteenth and Twentieth Century Art | |
| LAA323 | History of Far Eastern Art | |
| LAA495 | Art History Special Topics | |

| | |
|---|-----------------------|
| Electives from any of the above areas and/OR: | 5-20 |
| LAA490 | Art Independent Study |
| LAA495 | Art/Special Topics |

| | |
|---|---------|
| Electives needed for Conventional Concentration | 8-13 QH |
| Additional upper level electives | 8-13 |

NOTE: Students completing Conventional Concentration in Art should be advised to take an art course for their humanities elective. Doing so reduces the number of electives needed here from 13 quarter hours to 8 quarter hours.

| | |
|---------------------|-------|
| Total Minimum Hours | 45 QH |
|---------------------|-------|

Biology

Students seeking a major in biology through the College of Arts and Sciences (CAS) must have completed 45 quarter hours of biological sciences coursework, 25 hours of which must be upper level and 15 hours of which must be taken at National-Louis University. The courses must include:

General Biology
Zoology
Botany
Genetics

Electives can be selected from the following list of currently available National-Louis University biology courses.

| | | |
|---------|----------------------------|--------|
| LAN200 | Anatomy and Physiology I | 5 QH |
| LAN205 | Anatomy and Physiology II | 5 QH |
| LAN300 | Ecology and Conservation | 5 QH |
| LAN304 | Human Physiology | 5 QH |
| LAN305 | Animal Behavior | 5 QH |
| LAN366 | Biostatistics | 5 QH |
| LAN410 | Fundamentals of Immunology | 5 QH |
| LAN411 | Microbiology | 5 QH |
| LAN412 | Medical Microbiology | 5 QH |
| LAN499B | General Biology Seminar | 3-5 QH |

Furthermore, biology majors must successfully complete the following physical science courses:

| | | |
|--------|---|------|
| LAN250 | Inorganic Chemistry I | 5 QH |
| LAN251 | Inorganic Chemistry II (qualitative analysis) | 5 QH |
| LAN358 | Organic Chemistry I | 7 QH |
| LAN360 | Biochemistry I | 5 QH |
| LAN351 | Physics | 5 QH |

Biology majors are required to complete 25 quarter hours of physical science courses. These students can use physical science credits towards a minor or a second major in order to complete the degree requirements of the CAS.

Biology Teaching Major

For a degree in education with a biology teaching major, students need to fulfill all of the general education requirements for English, mathematics, philosophy, psychology, social sciences, art, and theatre arts. Furthermore, they must take 20 quarter hours of science coursework as prescribed below:

| | |
|--|--------------------|
| General education requirement in science for a biology teaching major: | |
| General Biology | 5 QH (lower level) |
| Physical Science | 5 QH (lower level) |
| A chemistry course | 5 QH (lower level) |
| A science elective* | 5 QH |

Standard teaching concentration for a biology teaching major:

| | |
|---|--------------------|
| Required: | |
| Zoology | 5 QH (upper level) |
| Botany | 5 QH (upper level) |
| Ecology and Conservation | 5 QH (upper level) |
| A human biology course** | 5 QH |
| Electives: | |
| (The degree requires at least two more upper level biology courses) | |
| Anatomy and Physiology I | 5 QH (lower level) |
| Anatomy and Physiology II | 5 QH (lower level) |
| Human Physiology | 5 QH (upper level) |
| Genetics | 5 QH (upper level) |
| Biostatistics | 5 QH (upper level) |
| Microbiology I | 5 QH (upper level) |
| Medical Microbiology | 5 QH (upper level) |
| Immunology | 5 QH (upper level) |
| Animal Behavior | 5 QH (upper level) |

For biology teaching major, students must have successfully completed a minimum of 25 hours of upper level biology courses.

* We recommend that this elective be in a physical science, i.e., physics or chemistry.

** Students choosing to take Anatomy and Physiology I and/or Anatomy and Physiology II to fulfill the human biology requirement may not also take Human Physiology.

Biological Sciences Minor

A minor in biological sciences shall consist of 30 quarter hours of biological science courses.

English

The Department of English offers a program of courses leading to two kinds of degrees: 1) the Bachelor of Arts degree with a full English major (65 QH total) in either literature or composition, and 2) a concentration in English (45 QH total) for students in the College of Education (see Education degree requirements) or students in the Liberal Arts Studies program (see page 43).

The English Major

The English major in *literature* acquaints students with the major writers and periods of English and American literature, with a variety of genres and literary traditions, and with language and critical theory. The English major in *composition* supplies a foundation in several varieties of writing, in recent English and American literature, and in language, rhetorical, and composition theory.

Both majors are intended to prepare students for graduate study in English or for a variety of business, professional and teaching careers. These majors include the traditional requirements, in addition to innovative course work, for a total of 65 quarter hours in English: 15 quarter hours (3 courses) contained in the General Studies Requirements, plus 50 quarter hours (10 courses) in addition.

Students supplement this work with 30 quarter hours in a minor area, choosing from one of the following: a) a standard departmental minor such as art, philosophy, mathematics, natural science, psychology, social science, theater, or music, **or** b) a language and arts specialization (defined below), **or** c) foreign language studies. The remainder of the degree courses may consist of free electives. (See below.)

The English Concentration

The English concentration is a 45 quarter hour program consisting of 15 hours (3 courses) of general studies composition and literature courses and 30 quarter hours (6 courses) in addition. It is intended for students completing K-9 certificates or Liberal Arts Studies. (See next page.)

The English Minor

The standard departmental minor: 30 quarter hours which may consist of 15 quarter hours (3 courses) from the general studies requirements and 15 quarter hours (3 courses) in addition. (See next page.)

The Composition Minor

Students may elect to earn a 30 quarter hour minor specifically in composition. (See next page.)

(1) The English Major in Literature

| | | |
|--------|--|----|
| | General Studies English courses | 15 |
| LAE305 | Major British Writers I | 5 |
| LAE306 | Major British Writers II | 5 |
| LAE406 | American Writers II | 5 |
| | American Writers elective (LAE405 OR 407 OR 408) | 5 |
| | World Literature (LAE308) OR | |
| | Minority Voices (LAE309) OR | |
| | Myth and Mythology (LAE313) | 5 |
| LAE434 | Shakespeare and Elizabethan Drama | 5 |
| LAE303 | English Language and Linguistics | 5 |
| LAE425 | Literary Criticism and Interpretation | 5 |
| | Literature elective (300 or 400 level) | 5 |
| | Literature or composition elective | 5 |

Total Minimum Hours 65 QH

(2) The English Major in Composition

| | | |
|--------|----------------------------------|----|
| | General Studies English courses | 15 |
| LAE301 | Advanced Composition | 5 |
| LAE302 | Introduction to Creative Writing | 5 |
| LAE303 | English Language and Linguistics | 5 |
| LAE406 | American Writers II | 5 |
| LAE408 | Contemporary American Literature | 5 |

| | | |
|--------|---|---|
| LAE410 | Modern British Fiction | 5 |
| LAE512 | Rhetorical Theory | 5 |
| LAE420 | Current Issues in College Composition | 5 |
| | Composition elective (300 or 400 level) | 5 |
| | Composition or literature elective | 5 |

Total Minimum Hours 65 QH

Choice of a standard departmental minor, **OR** a language and arts specialization, **OR** a foreign language specialization:

(a) Standard Departmental Minor

See various department listings 30 QH total

(b) Language and Arts Specialization

| | | |
|--|--|---|
| | Art or Music Elective (300 or 400 level) | 5 |
| | Psychology of Language (LAP304) OR | |
| | Cross-Cultural Communications (LAP348) | 5 |
| | Oral Interpretation of Literature (LAT212) OR | |
| | Oral Interpretation of Drama (LAT213) | 5 |
| | Introduction to Theater (LAT220) | 5 |
| | History of Philosophy OR | |
| | Philosophy of Religion (LAH310) OR | |
| | Religions of the World (LAH315) | 5 |
| | Folklore (LAS342) OR | |
| | Anthropological Linguistics (LAS440) | 5 |

(c) Foreign Language Specialization

See departmental advisor 30 QH or equivalent

Concentration in English (for students majoring in Education or Liberal Arts Studies)

| | | |
|--------|---|----|
| | General Studies English Courses* | 15 |
| | Literary period course (LAE305, 306 405, 406, 407, 408, 410 or 434) | 5 |
| LAE303 | English Language and Linguistics | 5 |
| | Literature or composition electives | 20 |

Total Minimum Hours 45

* Survey of the English Language (LAE203) is counted as a general education requirement for Education majors; therefore, it does *not* count toward a concentration (or major) in English. LAE303 (linguistics) may be substituted for LAE203 in fulfillment of the general education requirement but then must be *replaced* by an additional literature or composition elective (5 QH) so that *English* quarter hours still total 45.

The English Minor

| | | |
|--|-------------------------------------|----|
| | General Studies English courses | 15 |
| | Composition or literature electives | 15 |

Total Minimum Hours 30 QH

The Composition Minor

| | | |
|--------|---|----|
| | General Studies English courses | 15 |
| LAE301 | Advanced Composition | 5 |
| | Two electives from 300, 400, or 500 level composition courses | 10 |

Total Minimum Hours 30 QH

Psychology/Human Development

The Psychology Department offers the Psychology/Human Development major. This major prepares students to apply concepts and theories about the biological, social, and psychological maturation of the person throughout the life cycle and provides a foundation for further graduate study. Students may apply their knowledge in a variety of settings.

Psychology/Human Development Major

Required courses

Students will select required courses in each of the following areas in consultation with a psychology department advisor: (Total: 30-35 quarter hours).

I. General Psychology 5 QH

An introductory course in general psychology is required for all psychology/human development majors except for students in certification programs in Early Childhood or Elementary Education.

II. Developmental Psychology 15 QH

General requirement:

Three developmental psychology courses, including Life-Span Development required. Students should complete Psychology of Early Childhood (LAP201), Life-Span Development (LAP315) and one other developmental psychology course.

III. Social and/or Personality/Clinical Psychology 5 QH

A minimum of one course is required.

Students in Early Childhood Education should take the course, Psychology of Play and Therapeutic Applications (LAP325) or Psychological Assessment of the Young Child—Parts I and II (LAP320, LAP321) to fulfill this requirement.

IV. Cognitive and/or Experimental Psychology 5 QH

A minimum of one course is required.

Students in Early Childhood Education should take the course, Psychology of Learning (LAP401) to fulfill this requirement.

V. Community Psychology 5 QH

A minimum of one course is required.

Students in Early Childhood Education should take Cross-Cultural Communications (LAP348) or Culture and Self (LAP350).

Total Minimum Hours 30-35 QH

Elective Courses

Students will select additional elective courses from the above areas or from special topics, seminars, and research in psychology to complete a total of 45 quarter hours, with the approval of a psychology department advisor.

Total elective courses 10-15 QH

Total Minimum Hours 45 QH

NOTE: All students in Early Childhood Education are required to take the Psychology/Human Development concentration. Education students should consult the Preservice Teacher Education Handbook and their advisors to be in compliance with specific certification requirements.

Standard Teaching Concentration in Psychology/Human Development Early Childhood Education

Students in Early Childhood Education should select a minimum of 40 quarter hours in Psychology/Human Development, including psychology courses elected as general studies requirements in consultation with a Psychology Department advisor. One additional elective may be selected in psychology or other liberal arts areas.

Standard Teaching Concentration in Psychology/Human Development Elementary Education

Students in Elementary Education should select a minimum of 35 quarter hours in Psychology/Human Development, including psychology courses elected as general studies requirements in consultation with a psychology department advisor. Two additional electives may be selected in psychology or other liberal arts areas.

Psychology/Human Development Minor

Required courses: Students will select required courses in each of the following areas in consultation with a Psychology Department advisor: (Total: 15-20 quarter hours).

I. General Psychology 5 QH

An introductory course in general psychology is required for all Psychology/Human Development concentrators except for students in certification programs in Early Childhood or Elementary Education.

II. Developmental Psychology 15 QH

General requirement: Three developmental psychology courses, including Life-Span Development required.

Total Required Hours 15-20 QH

48 Elective Courses

Students will select additional elective courses from the following areas to complete a total of 30 quarter hours, with the approval of Psychology Department advisor.

III. Social and/or Personal/Clinical Psychology 5 QH

A minimum of one course is recommended.

IV. Cognitive and/or Experimental Psychology 5 QH

A minimum of one course is recommended.

V. Community Psychology 5 QH

A minimum of one course is recommended.

Total elective courses (minimum) 10-15

Total Minimum Hours 30 QH

Mathematics

National-Louis University is not only dedicated to building a firm foundation of mathematical skills for all students, but also offers a major in mathematics. This major in mathematics is founded on the belief that quantitative studies is the common basis for the current revolutions in the physical sciences, social sciences, technology, and information science.

The bachelor's degree in Liberal Arts: Mathematics/Quantitative Studies with a suitable 'minor' field of study will prepare the student for further study and/or entrance into many fields such as anthropology, business, computer science, earth science, economics, history, management science, political science, psychology, sociology, and (high school) teaching as well as the more traditional areas such as biology, chemistry, mathematics, physics, statistics, and others.

The bachelor's degree in Liberal Arts: Mathematics/Quantitative Studies will prepare the student for rewarding careers/positions in the following areas: actuarial, business, banking, ecology, economics, science, cryptography, management science, communication security, data analysis, and others.

Students in the Elementary Teacher Education program can select mathematics as a major area of concentration. The student may elect one of three mathematics program options which may include endorsement by the State of Illinois for junior high school teaching. For specific requirements please consult the National College of Education Preservice Teacher Education Handbook as well as a Mathematics Department advisor.

Mathematics Major Requirements QH

General Studies 69

Mathematics (Courses numbered above LAM110-College Mathematics and must include 5 upper level courses with at least two 400 level courses)

Mathematics Core Courses:

| | | |
|------------------------|---------------------------------------|----|
| LAM214 | Mathematics for Management Science | 5 |
| LAM220 | College Algebra | 5 |
| LAM310 | Analytical Geometry & Trigonometry | 5 |
| LAM303 | Computer Programming | 5 |
| LAM311 | Calculus | 5 |
| LAM403 | Mathematical Probability & Statistics | 5 |
| Mathematics Electives: | | 15 |

Total Minimum Quarter Hours in Mathematics 45

Second Major (45 quarter hours) **OR** Two Minor Fields of Study (30 quarter hours each)

Mathematics Minor Requirements

| | | |
|-------------|---|-------|
| Mathematics | (Courses numbered above LAM110-College Mathematics) | 30 QH |
|-------------|---|-------|

Multicultural Studies

(Available at Chicago Campus Only)

National's Multicultural Studies major gives students a better understanding of the nature of our ever-changing society. It can help students to work better with people of all backgrounds, and it can help them to understand their own heritage.

Multicultural Major Requirements

| | | |
|---------|---|---|
| LAS311 | Racial and Ethnic History and Culture | 5 |
| LAS313 | The Metropolitan Community | 5 |
| LAA320 | African Art | 5 |
| LAA321 | Sources and Development of American Art | 5 |
| LAA323 | History of Far Eastern Art | 5 |
| LAA495A | Art Special Topic: Mexican Art | 5 |
| LAE309 | Minority Voices in American Literature | 5 |
| LAH315 | Religions of the World | 5 |
| LAS300 | Contemporary World Cultures | 5 |
| LAS302 | Asian History and Cultures | 5 |
| LAS303 | Sub-Saharan African Cultures | 5 |
| LAS304 | Middle and South American Cultures | 5 |
| LAS306 | Marriage and the Family | 5 |
| LAS340 | Native Americans | 5 |
| INT315 | Women in Society | 5 |

Total Minimum Hours 45 QH

Philosophy

National-Louis University's Philosophy Department helps students to sharpen analytical skills and to develop insight into the relationships between people, actions, and concepts.

Philosophy Minor Requirements QH

| | | |
|--------|--|----|
| LAH110 | Introduction to Philosophy | 5 |
| LAH120 | Logic and Effective Thinking | 5 |
| LAH305 | Philosophy of Values and Ethics | 5 |
| | Philosophy general education courses and electives | 15 |

Total Minimum Hours 30 QH

Physical Science

Students seeking a major in physical science through the College of Arts and Sciences (CAS) must have completed 45 quarter hours of physical sciences coursework, 25 hours of which must be upper level and 15 hours of which must be taken at National-Louis University. These may consist of any combination of courses in chemistry, physics, physical science, geology and/or astronomy.

Physical Science Minor

A minor in physical sciences shall consist of 30 quarter hours of physical science courses.

Psychology

The College of Arts and Sciences Psychology Department offers majors in Psychology and Psychology/Human Development. The Psychology and Human Services Departments also offer a dual major in Psychology and Human Services for interested students. Please consult Psychology Department advisors for additional information about undergraduate and graduate program options.

The Psychology major prepares students to use psychological concepts and theories and provides a foundation for further graduate study. Students may apply their knowledge to a number of settings, including but not limited to community and private mental health centers, the business sector, and a variety of teaching careers.

Psychology Major Requirements**Required Courses**

Students will select a minimum of one 5-quarter-hour course in each of the following areas in consultation with a Psychology Department advisor: (Total: 20-25 quarter hours.)

I. General Psychology 5 QH

An introductory course in general psychology is required for all psychology majors except for students in teacher certification programs or the psychology-human services dual major.

II. Developmental Psychology 5 QH 49

A minimum of one course is required.

III. Social and/or Personality/Clinical Psychology 5 QH

A minimum of one course is required.

IV. Cognitive and/or Experimental Psychology 5 QH

A minimum of one course is required.

V. Community Psychology 5 QH

A minimum of one course is required.

Total Minimum Hours 20-25 QH

Elective courses

Students will select additional psychology courses from the above areas or from special topics, seminars, or research in psychology to complete a total of 45 quarter hours, with the approval of a psychology department advisor.

Total elective courses (minimum) 20-25
Total Minimum Hours 45 QH

Standard Teaching Concentration in Psychology/Elementary Education

Students in elementary education should select a minimum of 35 quarter hours in psychology, including psychology courses elected as general studies requirements in consultation with a psychology department advisor. Two additional electives may be selected in psychology or other liberal arts areas.

Psychology Minor Requirements**Required Courses**

Students will select a minimum of one 5-quarter-hour course in three of the following areas in consultation with a Psychology Department advisor: (Total: 15 quarter hours.)

I. General Psychology 5 QH

An introductory course in general psychology is required for all psychology majors except for students in teacher certification programs or the Psychology and Human Services dual major.

II. Developmental Psychology 5 QH**III. Social and/or Personality/Clinical Psychology** 5 QH**IV. Cognitive and/or Experimental Psychology** 5 QH

50 **V. Community Psychology** 5 QH

Total Minimum Hours 15 QH

Elective courses

Students will select additional psychology courses from the above areas or from special topics, seminars, or research in psychology to complete a total of 30 quarter hours, with the approval of a Psychology Department advisor.

Total elective courses (minimum) 15

Total Minimum Hours 30 QH

Science

At National-Louis University the Science Department offers courses in all of the natural sciences. Students can study biological sciences such as botany, zoology, and physiology; physical sciences such as chemistry and physics; and earth sciences such as geology and astronomy.

Science Major Requirements QH

General education science courses and science elective courses 45

Total Minimum Hours 45 QH

Science Minor Requirements

General studies science courses and science electives 30

Total Minimum Hours 30 QH

Social Science

The Social Science Department offers courses in Anthropology, Economics, History, Political Science and Sociology.

Social Science Major Requirements QH

Social science general education and elective courses (at least 25 should be upper level) 45

Total Minimum Hours 45 QH

Social Science Minor Requirements

Social science general education and elective courses (at least 15 should be upper level) 30

Total Minimum Hours 30 QH

Available Concentrations for Students in Elementary Education

The Social Science Department at National-Louis University offers three concentrations to students majoring in Elementary Education: Anthropology, Sociology and a combined Sociology/Anthropology concentration.

Anthropology QH

| | | |
|--------|--|---|
| LAS110 | Introduction to Cultural Anthropology | 5 |
| LAS240 | Human Origins | 5 |
| LAS300 | Contemporary World Cultures | 5 |
| LAS302 | Asian History and Cultures | 5 |
| LAS303 | Sub-Saharan African Cultures | 5 |
| LAS304 | Middle and South American Cultures | 5 |
| LAS340 | Native Americans | 5 |
| LAS341 | Comparative Ethnographies | 5 |
| LAS342 | Folklore | 5 |
| LAS420 | Social Theory | 5 |
| LAS440 | Anthropological Linguistics | 5 |
| LAS441 | Urban Anthropology | 5 |
| LAS442 | Anthropology of Gender Roles | 5 |
| LAS449 | Cross-Cultural Fieldwork | 5 |
| LAS490 | Social Science Independent Study: Anthropology | 5 |
| LAS495 | Social Science Special Topics: Anthropology | 5 |

Total Minimum Hours 30QH

Sociology QH

| | | |
|--------|---|---|
| LAS105 | Introduction to Sociology | 5 |
| LAS306 | Marriage and Family | 5 |
| LAS311 | Racial and Ethnic History and Culture | 5 |
| LAS313 | The Metropolitan Community | 5 |
| LAS330 | Cultural Influences in the Workplace | 5 |
| LAS405 | Social Problems | 5 |
| LAS420 | Social Theory | 5 |
| INT315 | Women in Society | 5 |
| INT420 | Dynamics of Significant Relationships | 5 |
| LAS490 | Social Science Independent Study: Sociology | 5 |
| LAS495 | Social Science Special Topics: Sociology | 5 |

Total Minimum Hours 30QH

Sociology/Anthropology QH

(Choose a minimum of three courses in Anthropology)

| | | |
|--------|---------------------------------------|---|
| LAS110 | Introduction to Cultural Anthropology | 5 |
| LAS240 | Human Origins | 5 |
| LAS300 | Contemporary World Cultures | 5 |
| LAS302 | Asian History and Cultures | 5 |
| LAS303 | Sub-Saharan African Cultures | 5 |
| LAS304 | Middle and South American Cultures | 5 |
| LAS340 | Native Americans | 5 |
| LAS341 | Comparative Ethnographies | 5 |

| | | |
|--------|--|---|
| LAS342 | Folklore | 5 |
| LAS420 | Social Theory | 5 |
| LAS440 | Anthropological Linguistics | 5 |
| LAS441 | Urban Anthropology | 5 |
| LAS442 | Anthropology of Gender Roles | 5 |
| LAS449 | Cross-Cultural Fieldwork | 5 |
| LAS490 | Social Science Independent Study: Anthropology | 5 |
| LAS495 | Social Science Special Topics: Anthropology | 5 |

(Choose a minimum of three courses in Sociology)

| | | |
|--------|---|---|
| LAS105 | Introduction to Sociology | 5 |
| LAS306 | Marriage and Family | 5 |
| LAS311 | Racial and Ethnic History and Culture | 5 |
| LAS313 | The Metropolitan Community | 5 |
| LAS330 | Cultural Influences in the Workplace | 5 |
| LAS405 | Social Problems | 5 |
| LAS420 | Social Theory | 5 |
| INT315 | Women in Society | 5 |
| INT420 | Dynamics of Significant Relationships | 5 |
| LAS490 | Social Science Independent Study: Sociology | 5 |
| LAS495 | Social Science Special Topics: Sociology | 5 |

Total Minimum Hours 30QH

Theatre Arts**Theatre Arts Major Requirements**

Students will select 45 quarter hours, under advisement, from the required core theatre arts courses on page 54.

Total Minimum Hours 45 QH

Theatre Arts Minor Requirements

Students will select 30 quarter hours, under advisement, from the required core theatre arts courses on page 54.

Total Minimum Hours 30 QH

Theatre/Fine Arts

Students in the Teacher Education (K-9) Program may choose a standard teaching concentration in Theatre/Fine Arts.

Standard Teacher Concentration in Theatre/Fine Arts Requirements 30 QH

| | | |
|--------|--------------------------------|---|
| LAT214 | Acting I | 5 |
| LAT220 | Introduction to Theatre | 5 |
| LAT223 | Children's Theatre | 5 |
| LAT231 | Creative Drama | 5 |
| LAT240 | Puppetry | 5 |
| LAT320 | Storytelling and Story Theatre | 5 |

Theatre/Fine Arts concentrators are welcome to participate in all Theatre Arts Productions and Activities.

Mathematics/Quantitative Studies Program (B.A.)

The Mathematics Department offers a Bachelor of Arts Degree in Mathematics/Quantitative Studies. This curriculum responds to the demands of an ever-increasing technological society with a program that encompasses both the present practices and future directions of mathematics within a variety of human endeavors. As students study geometry, calculus, probability, and statistics they learn to analyze, synthesize, and integrate the fundamental mathematical strands of dimension, quantity, uncertainty, shape, and change with modern technology and its applications to real-world issues such as census data, population dynamics, and inflation trends. The program's interdisciplinary nature allows the student to investigate the mathematical aspects of diverse fields such as science, social science, psychology, business, and computer studies. The Math/QS program prepares students to enter graduate school as well as careers in management, business and industry, operations research, and other scientific fields.

This program requires 180 quarter hours of study including 65 quarter hours in mathematics (courses numbered above LAM110) and 30-36 hours in a "minor" areas of study such as accounting, business, computers, science, social science, psychology, English, and others. Sixty-nine (69) quarter hours compose the General Studies requirement, though some of these courses may also be applied to major or minor areas of concentration.

General Studies Requirements 69 QH

Humanities (24 hours)

| | | |
|--------|------------------------------|-----|
| LAE101 | Fundamentals of Composition | 5 |
| LAE102 | Composition and Literature | 5 |
| LAH120 | Logic and Effective Thinking | 5 |
| | Fine Arts elective(s) | 2-5 |
| | Humanities elective | 5 |

Natural Science (25 hours-includes 10 hours of mathematics which may also satisfy a portion of the core listed below)

| | | |
|--------|---------------------------------------|---|
| LAM130 | Mathematical Thinking | 5 |
| LAM214 | Math for Management Science OR | |
| | LAM220 College Algebra | 5 |
| LAN110 | General Biology | 5 |
| LAN150 | Survey of Physical Sciences | 5 |
| | Science elective | |

Behavioral Sciences

| | | |
|--------|---|----|
| LAP100 | General Psychology | 5 |
| LAS115 | Introduction to Economics | 5 |
| | Psychology OR Social Science electives | 10 |

Required Core Courses in Mathematics 25 QH

52

| | | |
|---|---------------------------------------|----------|
| LAM130 | Mathematical Thinking | 5 |
| LAM303 | Computer Programming I | 5 |
| LAM310 | Precalculus | 5 |
| LAM311 | Calculus I | 5 |
| LAM403 | Mathematical Probability & Statistics | 5 |
| Mathematics Electives | | 25-30 QH |
| Required Internship or Applied/Research Project | | 10 QH |
| Liberal Arts or Business Minor | | 30-36 QH |
| Free Electives | | 20-26 QH |
| Total Minimum Hours | | 180 QH |

Psychology Program (B.A.)

Students in the Psychology Program must complete a total of 180 credit hours: a 69 quarter-hour liberal arts general education core, a 50 quarter-hour psychology core, a 30 quarter-hour specialization in either Developmental Psychology, Family and Community Psychology, or Social and Organizational Psychology, and 31 quarter hours of electives.

The Psychology Program prepares students to use psychological concepts and theories and provides a foundation for further graduate study. Students may apply their knowledge to a number of settings, including but not limited to community and private mental health centers, the business sector, and a variety of other careers. Students should consult Psychology Department advisors for additional options.

| | | |
|------------------------------|--|-------|
| General Studies Requirements | | 69 QH |
| Humanities | | |
| LAA110 | Introduction to Art <u>OR</u> Art elective | 2 |
| LAE101 | Fundamentals of Composition | 5 |
| LAE102 | Composition and Literature | 5 |
| | English, Speech, <u>OR</u> Drama elective | 5 |
| LAH120 | Logic and Effective Thinking | 5 |
| LAU110 | Introduction to Music <u>OR</u> Music elective | 2 |
| Natural Science | | |
| LAM110 | College Mathematics | 5 |
| LAM216 | Statistical Methods | 5 |
| LAN110 | General Biology | 5 |
| LAN150 | Physical Science | 5 |
| | Science elective | 5 |
| Behavioral Sciences | | |
| LAP100 | General Psychology | 5 |
| | Introductory Social Science course | 5 |

| | | |
|--|---|----|
| LAS200 | U.S. History and Culture: 1492-1828 <u>OR</u> | |
| LAS201 | U.S. History and Culture: 1828-1898 <u>OR</u> | |
| LAS203 | U.S. History and Culture: 1898-present | 5 |
| LAS300 | Contemporary World Cultures | 5 |
| Required Core Courses in Psychology ¹ | | QH |
| LAP315 | Life Span Development | 5 |
| LAP305 | Memory and Cognition <u>OR</u> | |
| LAP401 | Psychology of Learning | 5 |
| LAP306 | Theories of Personality | 5 |
| LAP307 | Abnormal Psychology | 5 |
| INT310 | Research Methods in the Behavioral Sciences <u>OR</u> | |
| LAP402 | Experimental Psychology | 5 |
| LAP350 | Culture and Self | 5 |
| LAP420 | Social Psychology | 5 |
| LAP425 | Mental Health | 5 |
| LAP450 | Human Sexuality | 5 |
| LAP499 | Psychology Seminar: Contemporary Issues in Psychology | 5 |
| Total Minimum Hours | | 50 |

¹A course in General Psychology or Introduction to Psychology should be included in General Studies requirements. General Psychology is required as part of all three specializations in the Psychology Program.

| | | |
|---|--|----|
| Track I. Emphasis on Developmental Psychology | | |
| Required | | QH |
| LAP201 | Psychology of Early Childhood | 5 |
| LAP202 | Psychology of Middle Childhood-Adolescence | 5 |
| LAP300 | Adult Development and Learning | 5 |
| Psychology electives under advisement* | | 15 |
| Total Minimum Hours | | 30 |
| Track II. Emphasis on Family and Community Psychology | | |
| Required | | QH |
| LAP340 | Effective Interpersonal Relationships | 5 |
| LAP342 | Interpersonal Helping Skills | 5 |
| LAP352 | Children and Families Under Stress | 5 |
| Psychology electives under advisement* | | 15 |
| Total Minimum Hours | | 30 |

| | | |
|---|---|----|
| Track III: Emphasis on Social and Organizational Psychology | | |
| LAP310 | Introductions to Industrial/Organizational Psychology | 5 |
| LAP348 | Cross-Cultural Communications | 5 |
| INT450 | Dynamics of Group and Organizational Behavior | 5 |
| Psychology electives under advisement* | | 15 |
| Total Minimum Hours | | 30 |

*Students must consult with their advisors to select courses that match an identified area of specialization.

Liberal Arts Electives to complete a minimum of 180 quarter hours required for the B.A. degree. Additional psychology courses or courses from other appropriate disciplines may be taken as electives to satisfy this requirement. Students should have electives approved by their advisor.

English competency must be documented by passing the English Competency examination or by passing Fundamentals of Composition (LAE101) and Composition and Literature (LAE102) at National-Louis University with a grade of "C" or better.

Undergraduate Certificate in Human Development/Psychology

The undergraduate certificate in Human Development/Psychology is appropriate for any student, but will be specifically helpful for those who work with people in community agencies. Students who earn the undergraduate certificate may take the first step toward the B.A. degree while enhancing their job or work experience.

Students may be enrolled either full-time or part-time. They will have a choice of psychology courses within two tracks: Child Development or Intergenerational Studies. Students will choose four courses (20 quarter hours) from either psychology track and two human services courses (10 quarter hours) from those listed below. This certificate will carry 30 quarter hours of undergraduate credit.

| | | | |
|--|---|----|----|
| Track I. Child Development (four courses required) | | | QH |
| LAP200 | Psychology of Development in the Infant/Toddler Years | 5 | |
| LAP201 | Psychology of Early Childhood | 5 | |
| LAP315 | Life Span Development | 5 | |
| LAP320/ | Psychological Assessment of the Young Child, | 5 | |
| LAP321 | Parts I and II | | |
| LAP325 | Psychology of Play and Therapeutic Applications | 5 | |
| Psychology electives under advisement* | | 15 | |
| Total | | 20 | |

| | | | | |
|---|---|---|----|----|
| Track II. Intergenerational (four courses required) | | | QH | 53 |
| LAP200 | Psychological Development in the Infant/Toddler Years | 5 | | |
| LAP315 | Life Span Development | 5 | | |
| LAP204 | Psychology of Adolescence-Young Adulthood | 5 | | |
| LAP306 | Abnormal Psychology | 5 | | |
| LAP350 | Culture and Self | 5 | | |
| LAP425 | Mental Health | 5 | | |
| Total | | | 20 | |
| Human Services Courses (two courses required) | | | QH | |
| HSC101 | Introduction to Human Services | 5 | | |
| HSC201 | Principles and Dynamics of Interviewing | 5 | | |
| HSC203 | Principles of Family Intervention | 5 | | |
| Total | | | 10 | |
| Total for Certificate | | | 30 | |

Theatre Arts Program (B.A.)

Students in the Theatre Arts Program must complete a total of 180 credit hours: a 69-quarter-hour liberal arts/general education core, a 100-quarter-hour Theatre Arts specialization in either General Theatre Arts, Children's Theatre/Creative Drama, Stage Production/Management or Music Theatre and an additional 11 quarter hours of electives under advisement. National-Louis University's close proximity to the professional Chicago theatre community provides students with unique and rich intern opportunities in all areas of specialization. In addition, National-Louis University's own Baker Demonstration School serves as a valuable laboratory for Children's Theatre and Creative Drama students.

| | | |
|------------------------------|------------------------------|-------|
| General Studies Requirements | | 69 QH |
| Humanities | | |
| LAA110 | Introduction to Art | 2 |
| LAE101 | Fundamentals of Composition | 5 |
| | 1 Literature course | 5 |
| LAE102 | Composition and Literature | 5 |
| LAH120 | Logic and Effective Thinking | 5 |
| | 1 Humanities elective | 5 |
| LAT220 | Introduction to Theatre | 5 |
| LAU110 | Introduction to Music | 2 |
| Natural Science | | |
| LAM110 | College Mathematics | 5 |
| LAN110 | General Biology <u>OR</u> | |
| LAN150 | Survey of Physical Science | 5 |
| | 1 Natural Science elective | 5 |

| | | | |
|--------|---|---|--|
| 54 | Behavioral Science | | |
| LAP100 | General Psychology | 5 | |
| | 1 Introductory Social Science course | 5 | |
| LAS200 | U.S. History and Culture: 1492-1828 OR | | |
| LAS201 | U.S. History and Culture: 1828-1898 OR | | |
| LAS203 | U.S. History and Culture: 1898 to the present | 5 | |
| LAS300 | Contemporary World Cultures | 5 | |

Required Core Theatre Arts Courses 50 QH

| | | | |
|--------|-----------------------------------|---|--|
| LAT214 | Acting I | 5 | |
| LAT230 | Stagecraft | 5 | |
| LAT231 | Creative Drama | 5 | |
| LAT232 | Modern Drama | 5 | |
| LAT233 | Stage Directing | 5 | |
| LAT330 | Theatre History and Literature I | 5 | |
| LAT430 | Theatre History and Literature II | 5 | |
| LAT435 | Dramatic Theory and Criticism | 5 | |
| LAT470 | Communication Arts Internship I | 5 | |
| LAT495 | Special Topic/Senior Seminar | 5 | |

Additional Program Requirements

Production Techniques

- Performance Convocation (1 hour per week)
- Six quarters of Play Reading (2 hours per week)
- See Music Theatre Specialization
- Jr. and Sr. Recital
- All students must audition for all Theatre Arts Productions
- English Competency Exam

Physical Theatre

- All students will participate in movement workshops twice weekly, as directed by faculty

Specialization I—General Theatre 50 QH

In addition to the required Theatre Arts Core, General Theatre Arts students are required to take, under advisement, 50 quarter hours of Theatre Arts Electives.

Theatre Arts electives under advisement 50

Electives under advisement 11

Specialization II—Children's Theatre and Creative Drama 50 QH

In addition to the required Theatre Arts Core, Children's Theatre/Creative Drama students must take an additional 50 quarter hours of Theatre Arts courses as follows:

| | | | |
|--------|-----------------------------|---|--|
| LAT223 | Children's Theatre | 5 | |
| LAT240 | Puppetry | 5 | |
| LAT312 | Theme-Oriented Drama | 5 | |
| LAT316 | Advanced Children's Theatre | 5 | |

| | | | |
|--------|---|----|--|
| LAT320 | Storytelling and Story Theatre | 5 | |
| LAT410 | National Children's Theatre Company, Production | 5 | |
| LAT411 | National Children's Theatre Company, Tour | 5 | |
| LAT461 | Practicum in Creative Drama | 10 | |
| | Electives under advisement | 11 | |

Specialization III—Music Theatre 50 QH

In addition to the required Theatre Arts Core, Music Theatre students must take an additional 50 quarter hours of Theatre Arts and Music courses as follows:

Required

| | | | |
|--------|---------------------|---|--|
| LAT222 | Music Theatre | 5 | |
| LAU205 | Musicianship I | 2 | |
| LAU206 | Musicianship II | 2 | |
| LAU207 | Musicianship III | 2 | |
| LAU210 | Music Theory | 5 | |
| LAU320 | History of Music I | 5 | |
| LAU321 | History of Music II | 5 | |

Additional Requirements

- Six quarters of musical performance ensemble
- Basic music skills and piano proficiency exam

Recommended

19 quarter hours of Applied Music* and/OR Dance

| | | | |
|---------|---------------|---|--|
| LAT200A | Ballet I | 3 | |
| LAT200B | Ballet II | 2 | |
| LAT201A | Jazz Dance I | 3 | |
| LAT201B | Jazz Dance II | 2 | |

* It is recommended that students take Private Piano and Private Voice.

Electives under advisement 11

Specialization IV—Production and Management 50 QH

In addition to the required Theatre Arts Core, Production and Management students must take an additional 50 quarter hours of Theatre Arts courses as follows:

| | | | |
|--------|--|----|--|
| LAT310 | Advanced Stagecraft | 5 | |
| LAT313 | Lighting Design | 5 | |
| LAT314 | Scenic Design | 5 | |
| LAT315 | Costume Design | 5 | |
| LAT461 | Practicum in Theatre Production/Management | 5 | |
| LAT490 | Independent Study/Stage Management | 5 | |
| | Additional Theatre Arts electives | 15 | |

Electives under advisement 11

Total Minimum Hours 180 QH

FOCUS

FOCUS (Focus On Completing Undergraduate Studies) is a series of accelerated courses designed to meet specific academic needs of the field student, 24 years of age or older, with at least 45 quarter hours of college credit or the equivalent. FOCUS assists students in completing general studies requirements, general studies electives, and free electives in combination with the portfolio, CLEP/DANTES and credit by proficiency options. FOCUS is a course of studies in seven (7) Terms.

Term 1. Academic Opportunity

In this introductory term, students lay the ground work for their college career. Through an integrated delivery model, they will examine their personal learning experience and history, and develop their basic skills and critical thinking.

| | | |
|-----------|-----------------------------------|-----|
| LAP350 | Culture and Self | 5QH |
| DVS300A&B | Strategies for Effective Learning | 4QH |
| INT400 | Career Assessment & Planning | 5QH |

Note: These courses are taught as one course with several themes. It is not possible to take only one of these courses.

Term 2. Communication in an Organizational Environment

Communication in organizational environments involves the ability to integrate and understand numerous symbolic systems. Students will improve their ability to communicate in an applied format by integrating English, Math and Economic Principles with the use of computer applications.

| | | |
|--------|---------------------------------------|-----|
| LAE210 | Writing in the Workplace | 5QH |
| LAM225 | Quantitative Methods in the Workplace | 5QH |
| LAS253 | Urban Economics | 5QH |

Note: These courses are taught as one course with several themes. It is not possible to take only one of these courses.

Term 3. Major Preparation

This term of courses offered by the College of Management & Business is an "on-ramp" that helps students get up to speed before entering into their major program. These short and before entering into their major program. These short and convenient courses are designed to provide students planning to enter the BS-Mgt., BS-HCL or BA-ABS degree completion programs with the key skills for success in any of these programs.

| | | |
|--------|--|-----|
| MGT310 | Principles of Self-Management and Leadership | 3QH |
| MGT237 | Time Management | 3QH |
| MGT230 | Better Business Writing | 2QH |
| MGT264 | Stress Management | 2QH |
| MGT235 | Learning in Teams | 3QH |
| MGT256 | Learning Through the Case Study Method | 2QH |

Term 4. The Global Community

Social, political, artistic, scientific and environmental issues united all cultures. Students will examine the importance of the global environment as the world's people become increasingly interdependent.

| | | |
|--------|-----------------------------|-----|
| LAN300 | Ecology and Conservation | 5QH |
| LAS300 | Contemporary World Cultures | 5QH |
| LAA320 | African Art | 5QH |

Term 5. Pluralism/Democracy

Pluralism denotes multiple and autonomous, yet interdependent groups which come together to form new structures. Students will address social problems facing American society today, investigate how literary works of minority writers communicate such issues, and be introduced to statistical tools that help us understand data related to these issues.

| | | |
|--------|--|-----|
| LAS405 | Social Problems | 5QH |
| LAM216 | Statistical Methods | 5QH |
| LAE309 | Minority Voices in American Literature | 5QH |

Term 6. Society and Technology

We are increasingly moving toward a "knowledge society." Increased technology will require special skills from professional, scientific and managerial occupations. As our society becomes increasingly complex, individuals will experience unexpected change and increased options for personal decisions and choice.

| | | |
|--------|---------------------|-----|
| LAN420 | Social Psychology | 5QH |
| LAN215 | Issues in Biology | 5QH |
| LAE315 | The Art of the Film | 5QH |

Term 7. Varieties of Expression

Students will examine ways in which people express feelings and ideas. Such expression has been studied by traditional academic disciplines including Social Science, Fine Arts and Mathematics.

| | | |
|--------|-------------------------|-----|
| LAP306 | Theories of Personality | 5QH |
| LAM110 | College Math | 5QH |
| LAT326 | Women in Theater | 5QH |

Course Descriptions

This section provides descriptions of all courses given by the College of Arts and Sciences. The courses are listed in alphabetical order and numerical order. Unless otherwise stated, courses listed in a department may be used for a major or minor concentration in that department provided such a major or minor is authorized by the curriculum.

Numbering System

100-299 Lower undergraduate courses.

Courses with these numbers are for undergraduate students (freshman and sophomores). They carry no graduate credit, although graduate students may be admitted to such courses in order to make up prerequisites or to gain a foundation for advanced courses.

300-499 Advanced undergraduate courses.

Courses with these numbers are for advanced undergraduate students (juniors and seniors). They constitute the advanced portion of an undergraduate program leading to the bachelor's degree. A 400-level course may be taken for undergraduate credit or graduate credit, upon approval of the student's departmental advisor and the department offering the course.

The first three alpha designations are codes for department or discipline. The fourth character indicates level.

Department/Discipline Codes

Allied Health (AH-)

AHA-Administration
AHE-Education
AHC-General
AHM-Medical Technology
AHN-Nursing
AHP-Pulmonary Science/Respiratory Care
AHR-Radiation Therapy

Human Services (HS-)

HSA-Administration
HSC-Core/Counseling
HSE-Employee Assistance Program
HSC-Gerontology
HSM-Multiple Program
HSP-Prevention
HSS-Substance Abuse

Language and Academic Development

APL-Applied Language Courses
DVS-Department of Development Studies
ESL-English for Speakers of Other Languages

Liberal Arts and Sciences (LA-)

LAA-Art
LAE-English
LAH-Philosophy
LAM-Mathematics
LAN-Natural Science
LAP-Psychology
LAS-Social Science
LAT-Theatre
LAU-Music
PEA-Physical Education

490 Independent Study

Provides undergraduate students in degree or certificate programs an opportunity to pursue advanced scholarly study in special areas where they seek further information or to investigate a practical problem in their area of professional interest. Special forms, obtained in the Registrar's Office, must be completed and are required for registration.

495 Special Topic

Special topic courses are developed to meet emerging learning needs. The specific topic is indicated on the transcript. There is no limit on the number of 495 courses that can apply to the degree, although each topic may be taken only once.

499 Seminar

Library research, discussions with peers and instructors and field work in a selected area of interest.

Allied Health

See program section for full description of the Allied Health Degree Completion Program options and requirements.

AHA400 Statistical Methods and Research

Problem analysis and evaluation techniques are presented. Students are shown methods for defining, researching, analyzing and evaluating a problem they would solve in their work or a vocational environment. Specific statistical information covered in the course includes identifying and measuring objectives, collecting data, working with significance levels, analyzing variance and constructing questionnaires. *5 quarter hours*

AHA423 Topics in Allied Health

Critical evaluation and integration of theory and practice via problem-solving seminars. Includes examination of current theories and related topics. *3 quarter hours*

AHA424 Health Law

An examination of the law and the legal system which regulate the health care profession. Topics include: medical malpractice; consent confidentiality and medical records; the liability of health professionals, civil and criminal; risk management; quality assurance; rights of patients to refuse treatment; and current topics. *5 quarter hours*

AHA429 Current Issues in Health Care

A survey of current topics in the health care field, identifying problems, paradoxes and parameters of such issues as self-help groups, patient advocacy, current trends, research, and the politics of health care. *1 quarter hour*

AHA430 Human Resource Development for Health Care Supervision

Discusses the principles involved in the job selection, training, development, and evaluation of job performance in health care organizations. Enables the student to design and implement job descriptions, selection interviews, in-service and job training sessions, and performance appraisals at the departmental level. Prerequisite: Admission to the Health Care Leadership Program. Corequisites: AHA431, AHA432. *3 quarter hours*

AHA431 Principles of Health Care Supervision

Examines the roles of supervisors in health care organizations. Prepares health care professionals for supervisory roles by examining management theory and principles and practical applications in a variety of health care settings. Prerequisite: Admission to the Health Care Leadership Program. Corequisites: AHA430, AHA432. *5 quarter hours*

AHA432 Financial and Physical Resource Administration

An examination and application of the principles involved in managing nonhuman resources in health care settings. Third party reimbursement, budget development, expenditure control, and record keeping, inventory control, equipment maintenance, and facility planning will be introduced. Prerequisite: Admission to the Health Care Leadership Program. Corequisites: AHA430, AHA431. *4 quarter hours*

AHA440 Health Care Systems

An introduction to the fundamentals of systems management and organizational theory as it applies to the analysis of health care organizations. Systems models, organizational boundaries, varieties of systems, environmental factors, force field analysis, and the management of change will be introduced. Health policy issues are introduced. Prerequisite: Admission to the Health Care Leadership Program. Corequisites: AHA441, AHA442. *5 quarter hours*

AHA441 Health Care Planning and Evaluation

An introduction to the basic models for planning and program evaluation in health care settings including methods for identifying, gathering, and utilizing data as information for decision making. Continuous quality improvement and quality assurance (QA) procedures are examined. Prerequisite: Admission to the Health Care Leadership Program. Corequisites: AHA440, AHA442. *4 quarter hours*

AHA442 Ethical and Legal Issues in Health Care

An exploration of the ethical and legal aspects of contemporary issues concerning health care delivery. The potential interaction and conflicts between individual value/moral systems, ethical standards, and legal considerations are examined. Practical considerations for protecting institutional, practitioner and patient interests are presented. Prerequisite: Admission to the Health Care Leadership Program. Corequisites: AHA440, AHA441. *3 quarter hours*

AHA480 Administrative Preceptorship in Allied Health

An assignment of students to an administrative position in a hospital or department for practical application of administrative skills with cooperative planning by supervising administrators and the faculty from the Department of Allied Health for organized exposure to a broad spectrum of work situations. Prerequisite: Instructor Permission. *5 or 10 quarter hours*

AHA491A Research Project I

Students prepare part one of a written research project that examines a problem related to their occupation or avocation. Periodic progress reports will be given regardless of the status of the project. *2 quarter hours*

AHA491B Research Project II

Students complete their independent research projects and present them to the instructor(s) in written form and to their classmates orally. *5 quarter hours*

AHE420 Instructional Methods in Allied Health Education

Emphasis upon presentation skills, including: set induction, fluency in asking questions, achieving closure, etc. Instructional techniques include micro-laboratory sessions and videotape playback for critique and evaluation. *5 quarter hours*

AHE421 Curriculum Development in Allied Health

Techniques of planning, organizing, and administering each facet of the continuum for total curriculum development. Intra- and extra-institutional forces upon a curriculum and concepts involving the relationships of courses within a curriculum are examined. *5 quarter hours*

AHE422 Clinical Assessment

A systematic approach to clinical assessment, focusing upon the processes involved in designing evaluative instruments for measuring clinical performance. *2 to 5 quarter hours*

AHE430 Educational Delivery in Health Care

Reviews the general principles of adult learning with application to health education programs. Enables students to design an appropriate learning activity for health care organizations that utilizes various components of individual and group learning techniques. Prerequisite: Admission to Health Care Leadership Program. Corequisites: AHE431, AHE432. *4 quarter hours*

AHE431 Presentation Skills in Health Care

Enables students to implement a designed learning activity in a given health care environment. Design and utilization of instructional media are covered as a means of enhancing presentation skills. Prerequisite: Admission to Health Care Leadership Program. Corequisites: AHE430, AHE432. *4 quarter hours*

AHE432 Educational Assessment in Health Care

Explores the general principles and guidelines for outcome assessment including clinical performance evaluation. Enables students to develop an assessment/evaluation instrument for the previously planned health care learning activity. Prerequisite: Admission to the Health Care Leadership Program. Corequisites: AHE430, AHE431. *4 quarter hours*

AHE480 Student Teaching in Allied Health

Students are assigned to a community college or hospital program for practical application of teaching skills in allied health with cooperative planning by supervising teachers and faculty from the Department of Allied Health for an organized exposure to a broad spectrum of teaching situations. *5 or 10 quarter hours*

AHG101 Introduction to Allied Health Professions

This course provides an overview of the history, current practice and future potential for allied health. Legal, ethical, and interpersonal aspects of patient care are introduced. Educational requirements, credentialing procedures, and career opportunities are outlined. Observation of an allied health professional is required. *1 quarter hour*

AHG102 Medical Terminology

Introduction to the basic medical terminology needed by beginning students of an allied health occupation. *2 quarter hours*

AHG260 Emergency Medical Technician Training

The Emergency Medical Technician (EMT) is a professional-level provider of emergency care for the prehospital assessment and treatment of the sick or injured patient. The EMT Training course instructs individuals in the skills necessary to meet the physical and emotional needs of the patient at the emergency

scene and through transport and transfer to a medical facility. The course provides the instruction necessary to meet state certification requirements (Illinois Department of Transportation examination) and is a prerequisite for paramedic training. Offered at Evanston Hospital. *5 quarter hours*

AHG300 Professional Writing in Health Care

This course provides an opportunity to review and refine written communication skills needed for advancement within health care organizations or professions. This is a required course in the Team Building Term of the Health Care Leadership Program and may be used as an elective by other Allied Health students. This course will be counted as general studies (Humanities) in Allied Health Programs. Students in other programs should consult their advisor to determine applicability to program requirements. *4 quarter hours*

AHG400 Overview of Health Care Delivery

Examines the evolution of health care delivery including societal expectations, organizations, careers, financing, access, and regulation. The ability to function as effective team members in a complex health care system is emphasized. Information sources are explored. Prerequisite: Admission to the Health Care Leadership Program. Corequisites: LAS331, LAP340. *4 quarter hours*

AHG495 Allied Health Special Topic

Usually a technical topic which applies to one or more of the health disciplines. Students may register for this course more than once since the topic varies each quarter. *2 to 5 quarter hours*

AHG499 Allied Health Seminar

This seminar is designed to facilitate communication and sharing of resources between students and faculty involved in the Allied Health Concentration. Topics of current interest to health care professionals will be examined. New students and those involved in off-campus learning activities (e.g., student teaching or preceptorships) are expected to participate. (This course may be repeated.) Prerequisite: Consent of instructor. *3 quarter hours*

Medical Technology**AHM301 Introduction to Hematology and Immunohematology**

Prerequisite course for clinical hematology and clinical immunohematology/transfusion medicine; microscope use; hematopoiesis; cell structure; genetics of blood group and type; donor screening; elementary laboratory procedures. Prerequisites: Completion of a minimum of 121 quarter hours preclinical courses and acceptance into clinical program. *5 quarter hours*

AHM400 Orientation to Clinical Laboratory Science

Orientation to the entire clinical program and to the profession of Medical Technology. Medical terminology, laboratory mathematics, laboratory safety, quality control/assurance, communication, and ethics are stressed. Prerequisites: Completion of all preclinical courses and acceptance into clinical program. *0 quarter hours*

AHM402 Clinical Microbiology

Study of morphology, classification physiology, cultivation and staining of bacteria in relation to clinical disorders and disease states. Principles and interpretation of antibiotic and susceptibility testing. Prerequisites: Completion of all preclinical courses and acceptance into clinical program; Clinical Microbiology Laboratory I. *3 quarter hours*

AHM402A Clinical Microbiology Laboratory I

Introduction to basic clinical microbiology laboratory techniques and principles. Prerequisites: Completion of all preclinical courses and acceptance into clinical program. *3 quarter hours*

AHM402B Clinical Microbiology Laboratory II

Incorporation of principles and techniques from Clinical Microbiology Laboratory I; participation in clinical microbiology procedures at a competency level appropriate for an entry level certified medical technologist. Quality control, safety, clinical laboratory work flow, and incorporation of laboratory policy are stressed. Prerequisites: Completion of all preclinical courses and acceptance into clinical program; Clinical Microbiology Laboratory I. *3 quarter hours*

AHM402C Clinical Parasitology/Mycology

Integration of didactic approach and laboratory study of morphology, classification of physiology; cultivation of parasites and fungi. Clinical correlation is stressed. Prerequisites: Completion of all preclinical courses and acceptance into clinical program. *2 quarter hours*

AHM402D Clinical Virology

Study of morphology and classification of specific human viruses and their relationship to human diseases and clinical disorders. Includes epidemiology, diagnostic and treatment theories. *1 quarter hour*

AHM403 Clinical Hematology/Coagulation

Theory and application of basic and advanced instrumentation. Study of the function, maturation, and morphology of blood cells. Microscopic and chemical study of blood cells in clinical disorders and disease states. Evaluation of platelets, vascular clotting, and fibrinolytic system; monitoring and evaluation of anticoagulant drugs. Prerequisites: Completion of all preclinical courses and acceptance into clinical program; Clinical Hematology Laboratory I. *3 quarter hours*

AHM403A Clinical Hematology Laboratory I

Introduction to basic hematology laboratory techniques and principles. Prerequisites: Completion of all preclinical courses and acceptance into clinical program. *2 quarter hours*

AHM403B Clinical Hematology/Coagulation Laboratory II

Incorporation of principles and techniques from Clinical Hematology Laboratory I; participation in clinical hematology/coagulation procedures at a competency level appropriate for an entry level certified medical technologist. Quality control, safety, clinical laboratory work flow, and incorporation of laboratory policy are stressed. Prerequisites: Completion of all preclinical courses and acceptance into clinical program; Clinical Hematology Laboratory I. *3 quarter hours*

AHM404 Clinical Immunohematology/Transfusion Medicine

Theory and application of immunologic principles in relation to blood groups and types; identification of antibodies, compatibility testing, transfusion and component therapy, transfusion reactions, preparation and utilization of blood and its components. Prerequisites: Completion of all preclinical courses and acceptance into clinical program; Clinical Immunohematology/Transfusion Medicine Laboratory I. *1 quarter hour*

AHM404A Clinical Immunohematology/Transfusion Medicine Laboratory I

Introduction to basic immunohematology/transfusion medicine laboratory techniques and principles. Prerequisites: Completion of all preclinical courses and acceptance into clinical program. *2 quarter hours*

AHM404B Clinical Immunohematology/Transfusion Medicine Laboratory II

Incorporation of principles and techniques from Clinical Immunohematology/Transfusion Medicine Laboratory I; participation in clinical immunohematology/transfusion medicine procedures at a competency level appropriate for an entry level certified medical technologist. Quality control, safety, clinical laboratory work flow, and incorporation of laboratory policy are stressed. Prerequisites: Completion of all preclinical courses and acceptance into clinical program; Clinical Immunohematology/Transfusion Medicine Laboratory I. *2 quarter hours*

AHM405 Clinical Immunoserology

Study of theory and application involving antigens and antibodies and their interactions. Lymphoid system, complement, immune response. Correlation of laboratory tests with autoimmune and infectious diseases. Prerequisites: Completion of all preclinical courses and acceptance into clinical program; Clinical Immunoserology Laboratory I. *1 quarter hour*

AHM405A Clinical Immunoserology Laboratory I

Introduction to basic clinical immunoserology laboratory techniques and principles. Prerequisites: Completion of all preclinical courses and acceptance into clinical program. *2 quarter hours*

AHM405B Clinical Immunoserology Laboratory II

Incorporation of principles and techniques from Clinical Immunoserology Laboratory I; participation in clinical immunoserology procedures at a competency level appropriate for an entry level certified medical technologist. Quality control, safety, clinical laboratory work flow, and incorporation of laboratory policy are stressed. Prerequisites: Completion of all preclinical courses and acceptance into clinical program; Clinical Immunoserology Laboratory I. *2 quarter hours*

AHM408 Phlebotomy

Anatomy of circulatory system and application of appropriate blood collection techniques. Interpersonal relations, communication, and ethical behavior are stressed. Prerequisites: Completion of all preclinical courses and acceptance into clinical program. *2 quarter hours*

AHM409 Clinical Laboratory Science Management/Education

Application and synthesis of the multiple aspects of education and management in laboratory science area. Prerequisites: Completion of all preclinical courses and acceptance into clinical program. *2 quarter hours*

AHM410 Clinical Biochemistry

Theory and application of basic and advanced instrumentation. Physiology, methodology, and clinical correlation involved in biochemical testing in the areas of routine biochemistry, toxicology, and endocrinology. Emphasis on quality control, preventive maintenance, statistics. Prerequisites: Completion of all preclinical courses and acceptance into clinical program; Clinical Biochemistry Laboratory I. *3 quarter hours*

AHM410A Clinical Biochemistry Laboratory I

Introduction to basic biochemistry laboratory techniques and principles. Prerequisites: Completion of all preclinical courses and acceptance into clinical program. *3 quarter hours*

AHM410B Clinical Biochemistry Laboratory II

Incorporation of principles and techniques from Clinical Biochemistry Laboratory I; participation in clinical biochemistry procedures at a competency level appropriate for an entry level certified medical technologist. Quality control, safety, clinical laboratory work flow, and incorporation of laboratory policy are stressed. Prerequisites: Completion of all preclinical courses and acceptance into clinical program; Clinical Biochemistry Laboratory I. *3 quarter hours*

AHM411 Body Fluids

Theory and application involved in microscopic and chemical testing of urine, stool, and other body fluids. Physiology, methodology, clinical correlation. Prerequisites: Completion of all preclinical courses and acceptance into clinical program. *1 quarter hour*

AHM411A Body Fluids Laboratory

Participation in body fluids procedures at a competency level appropriate for an entry level certified medical technologist. Quality control, safety, clinical laboratory work flow, and incorporation of laboratory policy are stressed. Prerequisites: Completion of all preclinical courses and acceptance into clinical program. *2 quarter hours*

School Nurse Program**AHN470 School Nurse Internship**

A ten-week, supervised experience providing the school nurse intern an opportunity to explore school nursing methods, materials and programs in a public school under the supervision of a certified school nurse; a Seminar in School Nursing is taken concurrently. Placement is in consultation with the program coordinator. Prerequisite: completion of the courses required for school nurse certification. Student must make arrangements with the program coordinator for the internship at least one quarter before registering for the internship. *12 quarter hours*

AHN499N Issues in School Nursing

Provides information about the organization of public schools and the administration of a school health program, including mandated programs, screening programs, evaluation of children with special needs, and the role of the nurse as a health educator. Course is taken concurrently with the School Nurse Internship. *4 quarter hours*

Respiratory Care**AHP301 Pulmonary Physiology**

An in-depth study of the functional anatomy and physiology of the respiratory system. Ventilation, gas transport, lung mechanics, internal respiration and control mechanisms are examined in detail. Prerequisite: Admission to the Respiratory Care Program or instructor permission. *5 quarter hours*

AHP302 Pulmonary Pathology

A survey of the pathology, diagnosis, and treatment of diseases affecting respiration. Common obstructive, restrictive, and chest wall disorders are emphasized. The respiratory effects of nonpulmonary diseases are considered. Prerequisite: AHP301 *5 quarter hours*

AHP303 Cardiovascular Diseases and Therapy

A survey of cardiovascular physiology, pathology, and therapeutics as it relates to the expanding role of the advanced respiratory therapy practitioner. Cardiac (and postcardiac surgical) patient care, electrocardiography. Hemodynamic monitoring and advanced CPR techniques will be emphasized. A variety of cardiovascular diagnostic and therapeutic procedures will be reviewed. Prerequisite: Admission to the Respiratory Care Program or instructor permission. *5 quarter hours*

AHP311 Patient Assessment and Medical Gas Therapy

An introduction to the respiratory therapist's role in patient care. Review of the medical record and basic bedside assessment techniques are emphasized. The physiological basis, indications, hazards, and common delivery systems for medical gas therapy are examined. Basic cardiopulmonary resuscitation is presented. Prerequisite: Admission to the Respiratory Care Program or instructor permission. *5 quarter hours*

AHP312 Airway Care

A comprehensive examination of the therapeutic modalities involved in maintaining or restoring a functional airway. Aerosol and humidity therapy, chest physiotherapy, manual resuscitators, suctioning, and various hyperinflation techniques are examined in detail. The application, maintenance, and discontinuance of various artificial airways are presented. Prerequisite: Admission to the Respiratory Care Program or instructor permission. *5 quarter hours*

AHP313 Respiratory Care Pharmacology

A survey of pharmacology as it relates to respiratory care. Pharmacological principles, drug administration, and dosage calculations are reviewed. The clinical application of drugs for acute and chronic airway maintenance is emphasized. Common ICU medications, including cardiovascular, neuromuscular, analgesic, and antimicrobial agents are surveyed. Prerequisite: Admission to the Respiratory Care Program or instructor permission. *3 quarter hours*

AHP411 Mechanical Ventilators

An in-depth study of mechanical ventilators. General operational characteristics, control systems, and ventilator classifications will be surveyed. Representative adult and pediatric ventilators will be examined in detail. Prerequisites: AHP301, AHP311, AHP312; Admission to the Respiratory Care Program or instructor permission. *5 quarter hours*

AHP412 Pulmonary Diagnostics

An introduction to pulmonary function and blood gas laboratory techniques. Standard procedures for measurement of lung volumes and flow rates are presented. Arterial sampling, laboratory techniques, instrumentation, and quality control procedures for blood gas analysis are examined in detail. Noninvasive monitoring techniques are introduced. The interpretation of laboratory values is emphasized. Prerequisites: AHP301, AHP311; Admission to the Respiratory Care Program or instructor permission. *2 quarter hours*

AHP421 Respiratory Critical Care

A comprehensive examination of the respiratory therapist's role in adult critical care. The common pathologies and the general physiological mechanisms of ventilatory failure are examined. The effective application, monitoring, management, discontinuance, and physiological effects of mechanical ventilation are emphasized. Related diagnostic and therapeutic measures and ventilator adjuncts are examined. Prerequisites: AHP302, AHP303, AHP313, AHP411; Admission to the Respiratory Care Program or instructor permission. *6 quarter hours*

AHP431 Respiratory Care Specialties

The course examines the patient problems and variations in therapy associated with the major special care areas, including neonatal/pediatric ICU, emergency room, or/recovery, rehabilitation and chronic care facilities, and home care. Coordination of respiratory care services, patient education, and discharge planning are examined. Prerequisites: AHP303, AHP421; Admission to the Respiratory Care Program or instructor permission. *6 quarter hours*

AHP481 Clinical Practice I

Basic cardiopulmonary assessment techniques, medical gas therapy procedures, and recognized airway care procedures are observed and practiced in the hospital setting. Prerequisites: AHP301, AHP311, AHP312, AHP313. *6 quarter hours*

AHP482 Clinical Practice II

All aspects of respiratory care are performed in the critical care environment. The comprehensive support of mechanically ventilated patients is emphasized. Patient assessment techniques are expanded to include a more complete evaluation of ventilatory status, plus invasive and noninvasive cardiovascular monitoring. Prerequisites: AHP302, AHP311, AHP312, AHP313, AHP411, AHP412, AHP481. *6 quarter hours*

AHP483 Clinical Practice III

All aspects of respiratory care are performed in representative specialty care environments. Planning, evaluation, modification, and coordination of respiratory patient care to meet the needs of specific patient populations is emphasized. The full range of patient assessment techniques and diagnostic procedures is considered. Prerequisites: AHP303, AHP411, AHP421, AHP482. *5 quarter hours*

AHP484 Clinical Practice IV

A continuation of Clinical Practice III rotations. Prerequisites: AHP431, AHP483. *6 quarter hours*

AHP490 Pulmonary Science/Independent Study

Prerequisite: Admission to the Respiratory Care Program or instructor permission. *1-6 quarter hours*

AHP495 Pulmonary Science Special Topic

Prerequisite: Admission to the Respiratory Care Program or instructor permission. *2-5 quarter hours*

AHP499 Pulmonary Science Seminar
*0-5 quarter hours***AHP499A Current Topics in Respiratory Care I**

A seminar dealing with current topics relating to respiratory care specialties. Student presentations may include clinical case studies, current literature reviews, and research of assigned topics. Prerequisites: AHP303, AHP421; Admission to the Respiratory Care Program or instructor permission. Prerequisites: AHP303, AHP421; Admission to the Respiratory Care Program or instructor permission. *2 quarter hours*

AHP499B Current Topics in Respiratory Care II

A seminar dealing with current topics encountered in the final quarter of clinical practice. Student presentations may include clinical case studies, current literature reviews, and research of assigned topics. Preparation for professional credentialing and employment will also be included. Prerequisites: AHP303, AHP421; Admission to the Respiratory Care Program or instructor permission. *2 quarter hours*

The following courses (AHP450-AHP454) are offered through Extension Services as the nontraditional program option. Enrollment in these courses is restricted to students with prior education, clinical training, and experience in respiratory therapy.

AHP450 Accelerated Basic Respiratory Therapy

An accelerated presentation of the basic concepts of respiratory therapy for students with prior respiratory care training and/or experience. Patient assessment, medical gas therapy, airway care, humidity, and aerosol therapy are reviewed. Prerequisite: Admission to the nontraditional Respiratory Care Program or instructor permission. *3 quarter hours*

AHP451 Accelerated Pulmonary Pathophysiology

An accelerated presentation of pulmonary physiology and pathology for students with prior respiratory care training and/or experience. Prerequisite: Admission to the nontraditional Respiratory Care Program or instructor permission. *3 quarter hours*

AHP452 Accelerated Cardiopulmonary Diagnostics

An accelerated presentation of pulmonary and cardiovascular diagnostic procedures used in respiratory care; intended for students with prior training and/or experience in respiratory care. Patient physical assessment, pulmonary function testing, chest radiography, electrocardiography, hemodynamic monitoring, and related procedures are considered. Prerequisite: Admission to the nontraditional Respiratory Care Program or instructor permission. *3 quarter hours*

AHP453 Accelerated Pulmonary Therapeutics**AHP454 Clinical Proficiency Evaluation**

Assessment of clinical proficiency developed through prior clinical training and experience. A clinical experience/proficiency summary, clinical proficiency checks on critical tasks, and a behavioral scale are completed by the clinical evaluator. A written examination of clinical simulation is also required. All essential clinical proficiencies from the traditional program must be documented to fulfill the clinical training requirements of the program. Prerequisite: Admission to the nontraditional Respiratory Care Program or instructor permission. *8 quarter hours*

Radiation Therapy**AHR200 Introduction to Radiation Therapy**

Provides an overview of the profession. Topics include: historical and current aspects of health care and the profession; cancer and its management; radiation therapy technique; the sociological and psychological impact of the disease on the patient, the family, the health-care giver, and society. Prerequisites: Admission to the Radiation Therapy Program, or permission of the instructor. *5 quarter hours*

AHR201 Patient Care

Topics include concepts of health and illness, stresses and coping mechanisms of patients with acute and chronic disease, patient communication and education, care of radiation reactions, and quality assurance in patient care. Prerequisites: Admission to the Radiation Therapy professional sequence or instructor permission. *5 quarter hours*

AHR202 Imaging Techniques in Medicine

Principles and techniques of medical imaging and their relationship to radiation therapy are covered. Topics include medical imaging of human structure, cross-sectional and radiographic anatomy. Observation of medical imaging departments. Prerequisites: Admission to the Radiation Therapy Program, AHR200. *5 quarter hours*

AHR203 Radiation Physics I

An introduction to the theoretical aspects of atomic structure, periodic properties of elements, valence, oxidation, principles of energy, energy conservation, mechanics, electricity, magnetism, types and sources of ionizing radiations and their interactions with matter will be taught. Prerequisites: Admission to the program, LAM110, LAM111 or instructor permission. *5 quarter hours*

AHR313 Radiation Physics II

Advanced physical principles of radiation therapy to include radioactivity, particulate and photon radiation, the inverse square law, quality vs. quantity, penetrability vs. wave length, and physical measurements will be included. Prerequisites:

AHR315 Quality Assurance

Knowledge of the principles and concepts of quality assurance as it applies to radiation therapy. Taught in the environment of a radiation therapy department and physics lab. Prerequisites: AHR313, AHR314. *2 quarter hours*

AHR412 Oncology

An in-depth study of the neoplastic disease process, including spread, staging, treatment, and prognosis. Prerequisite: AHR420. *5 quarter hours*

AHR413 Radiation Biology

The effects of ionizing radiations on cells and tissues; and the physiologic syndromes associated with total and partial body irradiations. Prerequisites: LAN200, LAN205. *5 quarter hours*

AHR415 Radiation Research Seminar

Allows the student opportunity to investigate a specific area of interest, culminating in a written and oral report. Research analysis, methodology and design are covered. *5 quarter hours*

AHR416 Radiation Oncology I

An introduction to the study of radiation therapy treatment techniques to include generation and parameters of isodose curves, comparison of treatment units, and the rationale for treatment decisions will be taught. Prerequisites: AHR200; Admission to the Radiation Therapy Program or instructor permission. *5 quarter hours*

AHR417 Radiation Oncology II

Advanced and special radiation treatment techniques will be taught. The role of anatomy and pathology in the selection of radiation therapy technique will be covered. Prerequisite: AHR416. *5 quarter hours*

AHR418 Dosimetry

Advanced radiation therapy treatment planning techniques and calculations will be taught. Prerequisite: AHR313. *5 quarter hours*

AHR420 Pathology

Study of the effect disease has on the anatomical and physiological process. Introduces concept of disease and the disease process. Prerequisites: LAN200, LAN205. *5 quarter hours*

AHR425 Quality Management

Offered beginning Spring Term of 2000. General aspects and principles of quality management as it relates to radiation therapy are covered. Improving patient care and developing teamwork skills are the main focus of this course. *2 quarter hours*

AHR481 Clinical Practicum I

Orientation to the radiation therapy department; elementary treatment set-ups and patient care; orientation to the treatment machines. The student spends 40 hours per week, Monday through Friday, in the clinic during the summer quarter. Prerequisite: Admission to the program or approval of the Program Director. *8 quarter hours*

AHR481S Practicum Seminar I

A seminar that is to be taken concurrently with Clinical Practicum I. The seminar is designed to encourage discussion of the clinical experience; to bring out problems or misconceptions; to reinforce positive attitudes about the students experience; and to correlate the didactic courses to the clinical experience. *1 quarter hour*

AHR482 Clinical Practicum II

Radiation therapy technique; treatment simulation. The student spends 24 hours per week in the clinic. Prerequisite: AHR481. *6 quarter hours*

AHR482S Practicum Seminar II

A seminar that is to be taken concurrently with Clinical Practicum II. The seminar is designed to encourage discussion of the clinical experience; to correlate the didactic courses to the clinical experience; to review and discuss current literature in radiation therapy technology; to discuss and compare treatment techniques through actual case presentations. *1 quarter hour*

AHR483 Clinical Practicum III

Advanced radiation therapy treatment and simulation techniques; basic calculations and record keeping; radiation safety and quality assurance; observations in various hospital departments. The student spends 24 hours per week in the clinic. Prerequisite: AHR482. *6 quarter hours*

AHR483S Practicum Seminar III

A seminar that is to be taken concurrently with Clinical Practicum III. The seminar is designed to encourage discussion of the clinical experience; to correlate the didactic courses to the clinical experience. Topics of discussion will include advanced radiation therapy techniques, quality assurance, and radiation protection. *1 quarter hour*

AHR484 Clinical Practicum IV

Advanced radiation treatment and simulation techniques to include brachytherapy, medical imaging techniques; treatment planning; and special adjunct treatment techniques. Prerequisite: AHR483. *10 quarter hours*

AHR484S Practicum Seminar IV

AHR485 Clinical Practicum V

Advanced radiation therapy treatment procedures, techniques, and simulation; physics rotation to include radiation safety, quality assurance, research and special projects; elective rotations. Prerequisite: AHR484. Will be discontinued September 1999. *8 quarter hours*

AHR485S Practicum Seminar V

The seminar is to be taken concurrently with Clinical Practicum V. The seminar is designed to pull together all the knowledge learned during the professional sequence of the radiation therapy program by relating the didactic course objectives to the clinical experience. Topics of discussion will include advanced treatment, simulation, dosimetry, and planning techniques. Will be discontinued September 1999. *1 quarter hour*

AHR490 Radiation Therapy Independent Study

Students, with the direction of the Program Advisor, pursue a specific personal interest within the discipline. Not a required course. *2-3 quarter hours*

Human Services

Junior-senior level undergraduates may take graduate level course work as is appropriate to their study plan upon written approval of their undergraduate advisor.

HSC101 Introduction to Human Services

Exploration of the field of human services, including the impact and meaning of psychosocial and related difficulties to the individual and to society; the function of a variety of human service organizations; current trends and historical patterns of human service care; professional roles and ethical responsibilities. *5 quarter hours*

HSC102 Introduction to Applied Group Process

A study of formal and informal group dynamics, issues, and behaviors, directed to an understanding of group functioning and leadership; factors involved in group cohesion and group conflict, communication and intervention skills. *3-5 quarter hours*

HSC201 Principles and Dynamics of Interviewing

Examination of various techniques, goals, methods, model, and outcomes of interpersonal relationships. Focus on basic interviewing skills, information gathering, recording and assessment, and goal planning. *5 quarter hours*

HSC202 Theory and Techniques of Crisis Intervention

Introduction to crisis theory, focusing on models of intervention, and utilizing experiential skills-building exercises. Prerequisite: HSC101, HSC201. *3-5 quarter hours*

HSC203 Principles of Family Intervention

Examination of theories and dynamics of family change and issues of stabilization within that change. Emphasis on viewing the family as a whole system wherein change in one individual changes the family group and structure. Focus on identifying strategies of intervention as defined by family needs and structural change. Prerequisites: HSC101, HSC201, HSC202, or permission of instructor. *3-5 quarter hours*

HSC220 Resource Development and Networking

Work in the human services field demands a knowledge of community resources covering a wide range of needs. The ability to make appropriate referrals and to work cooperatively with others is important. This course introduces students to basic networking and community resource development concepts, strategies, and skills, thus preparing them for this aspect of the field. *2 quarter hours*

HSC300 Advanced Clinical Intervention Strategies

Focus on advanced skills of interviewing, with emphasis on development and integration of individual style and technique. Prerequisites: HSC102, HSC201, HSC202, HSC203. *3-5 quarter hours*

HSC305 Special Needs Populations

This course examines circumstances in which some individual or family needs are most effectively met through means outside of the systemic norms due to disability or other situations. It emphasizes evaluation of services, coping strategies and resources. *5 quarter hours*

HSC310 Management/Administration of Health and Human Service Organizations

In-depth analysis of selected types of human service organizations in relation to origins, structure, and stability and change. Attention to various interrelated roles of agencies, clients, and professionals. Examination of organization-environment interface. Prerequisites: Junior standing, Practicum I and/or consent of instructor. *5 quarter hours*

HSC411 Diagnostic Tests and Approaches to Personality Assessment

An introduction to projective personality testing, familiarizing the student with a variety of personality tests. Focus is on introducing the student to test materials, administering procedures, and clinical interpretations of tests such as figure drawings, sentence completion, and other projective type tests. Prerequisite: Junior standing. *3-5 quarter hours*

HSC414 Vocational Counseling

Examination of principles of rehabilitation care and retraining for new careers; developing networks/resources supportive to the individual client and identifying lifestyle changes necessary to vocation readjustment. Prerequisites: HSC101, HSC201. *5 quarter hours*

HSC451 Fundamentals of Creative Expressive Therapies

Emphasis on learning creative therapeutic techniques and how different art modalities can function as therapeutic tools in aiding the human service worker to develop rapport and empathy with individuals and groups using art, movement, and dance. Prerequisite: HSC102. *3-5 quarter hours*

HSC499 Seminar/Current Issues in Human Services

Seminar on current issues in the human services field, identifying trends, problems, paradoxes, and parameters in areas of the profession. Analysis, design, and implementation of solutions will be a major focus. *1-6 quarter hours*

HSC503 Counseling and Human Development in a Multicultural Society

An examination of theory, techniques, dynamics, and behaviors of counseling in a multicultural society. Emphasis is placed upon understanding the influences of one's own cultural background as well as upon critical issues of counseling persons of other cultures, ethnicity, race, and/or unique subcultural grouping. Prerequisites: HSC201, HSC202, junior or senior status and written consent of academic advisor. *5 quarter hours*

HSC510 Theories of Counseling

A survey of current theories of counseling and psychotherapies. The characteristics of all professional or paraprofessional helping relationships will be explored. Most major theories used in psychotherapy today and specific counseling techniques based on those theories will be studied to familiarize students with the most important methods of individual treatment of psychological problems. Prerequisites: Junior or senior status and written consent of academic advisor. *3-5 quarter hours*

HSC512 Theories and Techniques of Group Counseling

An overview of various theories and techniques of group counseling and the practical application of these techniques. The first part of the course will emphasize goals and purposes of and group counseling, tasks and skills of the group counselor, and guidelines for group creation. The latter sessions will concentrate on the experiential application of these concepts. Prerequisites: HSC102, HSC201, HSC202, junior or senior status and written consent of academic advisor. *5 quarter hours*

HSG101 Introduction to Gerontology

Examination of physical, psychological, philosophical, social, and societal dimensions accompanying the aging process and attitudes towards aging. Focus on skills of assessment and treatment planning. *3-5 quarter hours*

HSC220 Mental Health and Aging

An overview of the key elements necessary for successful aging with an emphasis on mental health of older persons; functional and organic brain disorders will be examined. Review of various treatment principles and skills supportive of positive mental health among the elderly. Prerequisite: HSG101. *3-5 quarter hours*

HSG441 Health Care for Older Adults

An overview of the health care of older adults. Normal physiological factors, common diseases of the aged, and both formal and informal community health services for the elderly will be explored. Health maintenance and promotion will be a major emphasis throughout the course. *3-5 quarter hours*

HSG448 Administration of Volunteer Programs Serving Older Adults

In this course the student will explore the various aspects of managing volunteer programs that serve the elderly: senior centers, religious groups, and various other organizations vital to the elderly operating primarily on the labors of volunteers. This vital course will discuss the role or the professional within such a group, as well as the various aspects of management. Prerequisite: Permission from Director of Gerontology Program. *3-5 quarter hours*

HSG548 Counseling Elders and Their Families

In this course the student will begin by learning the basic principles of assessing the older client and their family. The course proceeds by discussing the application of different therapeutic techniques that have been found to be effective for working with the elderly in one to one, group, and family contexts. Prerequisite: HSC201, HSC202, junior or senior status and written consent of academic advisor. *5 quarter hours*

HSM303 The Stepfamily

An overview of the stepfamily structure, the course explores the effects of this family configuration on children, parents, and institutions. Examination of how stepfamilies differ from other family forms and how children, parents, and society deal with the phenomenon. *2 quarter hours*

HSM385 Practicum Supervision

Examination of the issues and dynamics of professional relationships within the content of the practicum experience. Specific attention given to: ethics of helping; organizational structure; service delivery systems; client assessment; and treatment planning with individual, group, agency, and family client units. The seminar will focus on both the commonalities (regardless of client population) of Human Service work as well as each student's unique learning experience. Prerequisite: Permission to begin Professional Practice Experience. Concurrent enrollment in undergraduate Practicum. Enrollment is required with each Practicum/Internship enrollment. *1-2 quarter hours*

HSM405 Juveniles and the Law

The study of the law affecting juveniles: delinquency, minors in need of supervision, neglect and abuse, child custody, adoption, civil law and responsibility, special education, and the Illinois School Code. Practical aspects of police interaction and intervention, the functions and capabilities of the Departments of Probation, Children and Family Services, and other public agencies. Prerequisite: HSC101. *5 quarter hours*

HSM406 Human Services and the Law

Legal principles and issues pertinent to the field of human services administration, mental health and addiction counseling and employee assistance programs will be discussed. Such topics as: crime and delinquency; family crisis; child abuse and neglect; mental health laws; domestic violence laws; DUI information; special education; confidentiality as well as state and federal laws and regulations will be discussed. Issues of real estate property laws, labor and contract law, as well as professional liability will also be included. *5 quarter hours*

HSM407 Violence and Aggression in the Family

Examination of the psychological, social, behavioral, and cultural foundations of aggressions and violence; issues of physical and emotional abuse within the family unit. *3-5 quarter hours*

HSM408 Hospitalized Child and Adolescent

This course will focus on the psycho/social care of the hospitalized infant, child, and adolescent; the impact that illness and hospitalization have on the child and his/her family; the understanding and importance of a child life program, its goals and objectives, and how it functions on a pediatric unit. *5 quarter hours*

HSM415 Strategies of Community Intervention

A study of community power structures and resources, interest groups and citizen participation, influence and power, examination of models for developing and organizing community resources to implement change. Prerequisites: HSC101, HSC201. *2-5 quarter hours*

HSM416 Marital Separation and Single Parent Families

An examination of psychological, sociological, physical, and ecological dynamics of change in family structures preceding and during the divorce process, as well as the sequential stages of single parenthood and the reconstituted family. Prerequisite: HSC201. *2-5 quarter hours*

HSM417 Child Abuse

The dynamics of child abuse, types of abuse, and the abuser; the impact and implications of child abuse on the family and society; treatment and prevention. Prerequisite: HSC201. *5 quarter hours*

HSM418 Suicide Intervention

Suicide theory and intervention techniques. Emphasis placed on identifying signs of depression and how to use crisis intervention techniques related to suicide intervention and prevention. Students will learn to identify major causative factors of suicide in children, adolescents, and adults, and gain a general knowledge of available community resources. Prerequisite: HSC202. *5 quarter hours*

HSM420 Women and Mental Health Issues

An introduction to mental health issues as they relate directly to women. The course will acquaint students with current research on sex differentials, sex role functioning, sex differences in women's mental health problems and their causes, and diagnosis and treatment with female clients. The class also will provide an avenue for students to examine gender-related issues in their own personal and professional lives in order to help understand and work with women of varied ages, races, ethnicities and socioeconomic backgrounds. Prerequisite: Recommended—General Psychology or lower-division Human Services course. May be used as psychology course. *5 quarter hours*

HSM481 Human Services Practicum I

First course of a four-part sequence in the Human Services Professional Studies Sequence. This course requires a minimum of 15 hours of on-site experience in a human services agency, totaling a minimum of 150 clock hours for the quarter. Practicum may be completed in any of the specialized areas with advisor approval. Students work closely with and receive supervision from both the agency and university personnel. Student is required to enroll in HSM385 Practicum Supervision concurrently. Prerequisites: HSC201 and acceptance into Professional Studies Sequence. *1-5 quarter hours*

HSM482 Human Services Practicum II

Second course of a four-part sequence in the Human Services Professional Studies Sequence. This course is a continuation of HSM481 as the student continues in the same placement setting for an additional minimum of 15 hours per week for a total of another 150 clock hours on site for the quarter. Students will continue to receive supervision both on site and within the University. Student is required to enroll in HSM385 Practicum Supervision concurrently. Prerequisites: HSM481 and departmental approval. *1-5 quarter hours*

HSM483 Human Services Practicum III

Third course of a four-part sequence in the Human Services Professional Studies Sequence. This course requires the student to choose a different practicum site than in HSM481 and HSM482 thus allowing the student the opportunity to further enhance his or her skills in another specialization area. The student is required to complete a minimum of 15 hours per week on site (minimum of 150 hours) for the quarter and concurrently register in HSM385 Practicum Supervision thus receiving on-site and university supervision. Prerequisites: HSM482 and departmental approval. *1-5 quarter hours*

HSM484 Human Services Practicum IV

Fourth course of a four-part sequence in the Human Services Professional Studies Sequence. This course is a continuation of HSM483 as the student continues in the same placement setting for an additional minimum of 15 hours per week (minimum of 150 clock hours) for the quarter and concurrently registering for HSM385 Practicum Supervision. Prerequisites: HSM483 and advisor approval. *1-5 quarter hours*

HSM485 Human Services Practicum V

Advanced clinical experience in a selected human service agency addressing specific knowledge and skill areas. Opportunity to experientially investigate specific areas of interest beyond those in HSM484. This course requires a minimum of 15 hours of on-site experience in a human service agency, totaling a minimum of 150 clock hours for the quarter. Practicum may be completed in any of the specialized areas with advisor approval. Students work closely with and receive supervision from both the agency and university personnel. Student is required to enroll in HSM385 Practicum Supervision concurrently. Prerequisites: HSM484 and advisor approval. *1-5 quarter hours*

HSM486 Human Services Practicum VI

Continuing advanced clinical experience in a selected human service agency usually a continuation of HSM485. This course requires a minimum of 15 hours of on-site experience in a human service agency, totaling a minimum of 150 clock hours for the quarter. Practicum may be completed in any of the specialized areas with advisor approval. Students work closely with and receive supervision from both the agency and university personnel. Student is required to enroll in HSM385 Practicum Supervision concurrently. Prerequisites: HSM485 and advisor approval. *1-5 quarter hours*

HSM490 Human Services Independent Study

An independent study offering for students and qualified practitioners, which is intended to increase academic qualifications and clinical expertise. Permits the student to undertake individual research in an area approved by the department and instructor. *2-5 quarter hours*

HSP450 Theory and Perspective on Prevention and Intervention

This course explores the varying definitions and approaches of prevention and early intervention, as well as overviews of the continuum of care. Prevention of a variety of human problems will be covered: substance abuse, AIDS, suicide, truancy, dysfunctional families, etc. Historical perspectives, present practice, and future development of the field will be discussed. *3-5 quarter hours*

HSS100 Introduction to Alcoholism/Substance Abuse

A short history of alcohol use and abuse from prehistory to the present; the influence on contemporary American society of alcohol use in several other social systems; the causes of alcoholism/substance abuse, the emergence of alcoholism drug counseling as a profession, with certification. *5 quarter hours*

HSS200 Physiology of Alcoholism/Substance Abuse

An examination of the effects of alcohol and drugs on the body; including an overview of the anatomy and physiology of body systems and major organs, how alcohol and drugs are metabolized by the body and the observable symptomatology of the resulting effects. Also, the importance of nutrition to the substance abuser and the effects of acute and long-term intoxication. *5 quarter hours*

HSS201 Sociocultural Aspects of Alcoholism/Substance Abuse

The effects of culture, ethnic background, and social change as they influence the drinking patterns of certain groups; the effects of these influences on treatment and recovery for the alcoholic; discussion of special populations, including women, adolescents, elderly blacks, Latinos, Native Americans, persons with disabilities, and those with psychiatric impairments. Prerequisite: HSS100. *5 quarter hours*

HSS202 Applied Clinical Strategies in Alcoholism/Substance Abuse

Focus on the process of counseling (particularly with alcoholic clients), from evaluation and initial phase to middle and termination phases; emphasis on the expression of interviewing skills, organization and evaluation data, establishment of a treatment plan, and counselor self-awareness. Prerequisites: HSC201, HSS102 or concurrent, HSS200. *5 quarter hours*

HSS430 Theory and Perspective of Addiction

The course will include a short history of alcohol and drug use and abuse from prehistory to the present. The influence of several societies on contemporary American society will be discussed. Efforts to treat alcoholism and drug abuse as a societal problem, e.g., temperance and prohibition, as well as the development of treatment modalities by Dr. Benjamin Rush, The Oxford Group Movement, and Alcoholics Anonymous. The emergence of alcoholism/drug abuse counseling as a profession will be studied briefly with some discussion of certification. Service delivery models, i.e. in-patient, out-patient, halfway house, therapeutic community, methadone maintenance, etc., are also discussed. Theories of etiology (sociocult, learning, psycho-dynamic, moral, disease concept) are included as well as intervention models (family, DUI). *5 quarter hours*

HSS431 Physiology of Addictions

This course provides a review of anatomy and physiology of the major organs and body systems, and how they are affected by the various drugs of abuse: alcohol, heroin, cocaine, marijuana, amphetamines, barbiturates, and other hallucinogens. Pharmacological aspects of these drugs are also covered. *5 quarter hours*

HSS445 Adolescent Alcoholism Treatment and Addiction Dynamics

Participants will attend the in-patient treatment programs at Parkside Lodge of Mundelein in the adolescent unit. As observers for a one-week period, participants will experience adolescent addiction and treatment on a first-hand basis. On-site: Parkside Lodge of Mundelein—enrollment limited and by permission/invitation of LCSA only. *1-5 quarter hours*

HSS446 Understanding Alcoholism Treatment

Teachers and other school professionals, as appropriate, participate in the in-patient treatment program at LCSA. As participant-observers, participants follow the patient program with several exceptions: reaction groups are substituted for group

therapy sessions and participants receive additional training in addiction dynamics during some of the patient "free time." Enrollment by permission/invitation only. *5 quarter hours*

HSS447 Peer Counseling

Course is designed to assist school personnel in developing and implementing a peer counseling program in their school to provide students with skills in active listening and learning to participate effectively in groups. Enrollment by permission/invitation only. *5 quarter hours*

HSS448 Substance Abuse Education

Objectives of the course are to develop a well-informed nucleus of key personnel within a community education district, to examine attitudes toward chemicals commonly used and to foster helpful approaches toward people with addictions. Skills will be developed to sharpen identification of addiction and to increase awareness of the impact of alcohol and other drug problems on the family and especially children. Enrollment by permission/invitation only. *5 quarter hours*

HSS449 Alcoholism: Intervention and Treatment Modalities

Examination of progressive symptomatology; key diagnostic and treatment issues, particularly denial, treatment needs of alcoholic women, senior citizens, children and adolescents; and using the family as the unit of intervention. Prerequisite: junior standing. *3-5 quarter hours*

HSS481 Practicum in Alcohol and Substance Abuse I

An intern program designed to provide opportunities to apply clinical skills and knowledge. These practice hours are under the clinical supervision of a certified alcoholism counselor, at a site agreed upon by the student and the instructor. One hundred fifty hours are required at the practicum site, plus other class or written work. Prerequisite: HSS202. *1-5 quarter hours*

¹Student is required to enroll in HSM385 Practicum Supervision concurrently.

HSS482 Practicum in Alcohol and Substance Abuse II

A continuation of Practicum I. Prerequisites: same as Practicum I, plus HSS202. *1-5 quarter hours*

HSS483 Practicum in Alcohol and Substance Abuse III

A continuation of Practicum II. Prerequisites: same as Practicum II, plus HSS481 and HSS482. *1-5 quarter hours*

HSS531 Addictions and the Family

This course will help students understand the process a family experiences living with an active alcoholic/substance abuser. Roles of the spouse and children in the addictive process will be explored. The role of the family in the recovery process will also be explored. Intervention techniques will be demonstrated. Family systems theory will be discussed as a method of intervention with families. Prerequisites: HSS202, junior or senior status and written consent of academic advisor. *5 quarter hours*

Interdisciplinary

INT200 Utilization of Instructional Media I

INT201 Utilization of Instructional Media II

A laboratory approach is used to emphasize and develop sound principles of selection, utilization, and evaluation of a wide variety of media found in elementary schools today. Included are motion picture projection, audio recording techniques, graphic displays, videotape recording, and multimedia presentations. Students demonstrate utilization and production of specific media formats. *1 quarter hour each*

INT300 Blueprints for Lifelong Learning

The course provides individual guidance for adults who wish to examine and evaluate their current educational and career development. Assistance is provided in determining professional goals, culminating in a "blueprint" or academic/professional plan to attain these goals within a prescribed time frame. Prerequisite: Previous postsecondary education. *2 quarter hours*

INT301 Perspectives on Prior Learning

Principles and practices of prior learning and its assessment will be surveyed. Learning obtained through personal and professional experiences will be analyzed. Students will prepare a portfolio documenting this prior learning. Prerequisite: Admission to the university and at least 45 quarter hours of previous college course work. *2 quarter hours*

INT305 Dynamics of Group and Organizational Behavior

Study of formal and informal small group and organizational behavior. Experiential learning exercises and analysis of real groups and organizations provide a basis for concept development. Prerequisite: junior or senior standing. (May be used for Psychology, Social Science, Allied Health, and Management credit.) *5 quarter hours*

INT310 Research Methods in the Behavioral Sciences

Problem analysis, review and selection of appropriate data-gathering techniques, reporting systems, and research design evaluation. Prerequisite: junior or senior standing. (May be used for Psychology, Human Services, Social Science and Allied Health credit.) *3-5 quarter hours*

INT315 Women in Society

This course is designed to study women in the past, present, and future. Students will analyze the impact of society on women and women on society by studying economic, political, psychological, anthropological, social, historical, and health issues as they directly relate to women. Prerequisite: 100-level Human Services or 100-level Psychology or 100-level Social Science course. *5 quarter hours*

INT400 Career Assessment and Planning

An analysis of learning experiences contributing to personal and career growth, preparation of a portfolio describing these experiences. Exercises in goal setting and time management. *2-5 quarter hours*

INT410 Leadership in a Changing World

Students will study the process of leadership from a broad and varied perspective. Leadership will be defined, and will be delineated from the role of the manager. Various leadership theories will be explored, as well as differing approaches to leadership (including small work team leadership, behavioral approaches to leadership, and situational leadership). The characteristics and values of leaders will be explored, as well as leader performance problems and challenges. Students will explore future trends in leadership including its importance in a global context, as well as, in regard to their own lives. Prerequisites: All prior courses in the program sequence. *5 quarter hours*

INT420 Dynamics of Significant Relationships

This course is an interdisciplinary study of significant relationships in peoples' lives using concepts drawn from the social and behavioral sciences. Relationships studied include acquaintances, kinship ties, coworkers, same-gender friendships, male-female relationships, mentors, and cross-cultural friends. The dynamics of these relationships including the functions they serve, their development, and their importance will be studied. Recommended: Lower division Social Science or Human Services courses. *5 quarter hours*

INT430 Methods of Inquiry in the Behavioral Sciences

Students will be introduced to the basic concepts, methods and tools employed in the research process. Emphasis is placed on practical applications of these ideas, with the central goal being to assist students in becoming intelligent consumers of research findings and conclusions. *4 quarter hours*

INT491C Field Study/Project Advisement

Provides advisement to students who have completed the undergraduate field experience program in order that they may satisfactorily complete their work on the required applied research project. Course shall be graded "P" (Satisfactory) or "I" (In-Progress); credit does not count toward graduation requirements; the course may be repeated. *1 quarter hour*

Language and Academic Development/Department of Developmental Studies

DVS100A Strategies for Effective Reading I: Integration of Study Skills with Basic Comprehension

The first term in a two-term sequence, Reading I offers the student strategies for becoming a more effective and independent learner through instruction in study skills as well as reading comprehension. Emphasis is placed on applying learning principles directly to the academic areas in which the student is engaged. Successful completion leads to a grade of "X" which converts to Pass (P) or No Pass (N) following Reading II. *2 quarter hours*

DVS100B Strategies for Effective Reading II: Critical Analysis of Expository Text

The second term of Reading continues to emphasize development of the student as an independent learner. Instruction focuses on the relationship between reading and writing as well as on the importance of critical thinking. The student refines comprehension skills through writing summaries and critiques of journal articles in appropriate academic disciplines. Grading is Pass (P) or Not Pass (N). *2 quarter hours*

DVS105 University Success Seminar

This seminar provides strategies that help new students learn how to be successful in a college environment, to develop a sense of commitment to the National-Louis University community, and to gain a greater self-awareness of academic and career goals. *0-2 quarter hours*

DVS106 Vocabulary Development

Strategies for improving college-level vocabulary are taught with an emphasis on learning Greek and Latin word elements, using context clues, and acquiring dictionary skills. Students also begin to acquire professional terminology for their chosen academic discipline. Designed for students who want to develop their vocabulary and learn strategies for comprehending and using new words. *2-4 quarter hours*

DVS200 Strategies for Effective Writing

Process oriented approach emphasizing drafting and composing, focusing on the needs of individual students. Emphasis is placed on topic selection, and organizing ideas with a secondary focus on grammar as needed. Student awareness of strengths and weaknesses is increased to encourage the use of self-monitoring strategies, e.g., editing, proofreading, critical thinking, peer editing, individual conferences. Designed for anyone wishing to build self-confidence in writing projects across the curriculum. Extended time option available to students needing additional contact hours. Successful completion leads to a grade of Pass(P) after one or more quarters; the "X" grade is used if progress is satisfactory but further writing development is recommended. Prerequisites: DVS205B Communication Development II (for non-native speakers), *0-2 quarter hours*.

DVS200A Introduction to Academic Discourse I

An integrated approach to the development of writing, reading, speaking and listening skills that are expected across the university curriculum. Emphasis is placed on making connections between reading and writing as well as engaging in meaningful dialogue with faculty and peers to construct meaning. Strategies for self-monitoring and taking responsibility for learning will be emphasized. Successful completion leads to a grade of "X" which converts to Pass (P) or No Pass (NP) after successful completion of Introduction to Academic Development II. *4 quarter hours*

DVS200B Introduction to Academic Discourse II

An integrated approach to the development of writing, reading, speaking and listening skills that are expected across the university curriculum. Emphasis is placed on making connections between reading and writing, with a strong focus on individual writing needs. Strategies for self-monitoring writing and taking responsibility for learning will be emphasized. Successful completion leads to a grade Pass (P) or No Pass (NP). *4 quarter hours*

DVS205A Communication Development I

Holistic experiences incorporating academic skills, reading, writing, listening, and speaking offered to baccalaureate students whose primary language is other than English, and who have demonstrated a need for further development in these areas. Instruction is given in reading and analyzing prose, analytical writing, and development of oral competencies needed for academic work required while earning the baccalaureate degree. Offered for free elective credit. Successful completion leads to a grade of "X" which converts to Pass (P) or No Pass (N) following Communication Development II. *4 quarter hours*

DVS205B Communication Development II

Term II of Communication Development provides students with the skills to analyze and to summarize narrative and expository selections. The emphasis is on developing active readers by building prereading skills as well as by introducing various strategies for text-processing. Students are encouraged to identify main ideas and organizational patterns to prepare for writing. Grading is Pass (P) or No Pass (N). *4 quarter hours*

DVS300A Strategies for Effective Learning I

The first in a two-term sequence of courses, which develops and integrates the basic skills of reading, writing, math, and critical thinking. Skills are developed within an academic context that will most directly transfer to the student's program of study. Provides students with a set of strategies for processing information in content area courses. Prerequisites: Blueprints course (INT300). *2 quarter hours*

DVS300B Strategies for Effective Learning II

The second term of Strategies for Effective Learning continues to emphasize development of metacognitive strategies that facilitates the acquisition of knowledge presented in content area courses. Prerequisite: DVS300A. *2 quarter hours*

DVS301 Perspectives on Prior Learning

Principles and practices of prior learning and its assessment will be surveyed. Students' learning obtained through personal and professional experiences will be analyzed. Students will prepare a portfolio documenting this prior learning. Prerequisites: Previous postsecondary education and admission to a degree program utilizing Credit by Portfolio. *2 quarter hours*

DVS490 Independent Study

Students develop a contract with faculty for achievement of specific academic skills goals. *2-5 quarter hours*

DVS495 Special Topic

Students select academic skills topics of special interest for self-improvement. More than one registration is permitted since topics vary each term. *2-5 quarter hours (total degree credit limited to 5 quarter hours)*

The Department of Applied Language The ESOL Program

The English for Speakers of Other Languages (ESOL) courses provide an integrated-skills approach to reading, writing, listening, and speaking. They are designed to prepare students for success in baccalaureate degree programs.

ESL100A English for Speakers of Other Languages Level 1

For students with little or no proficiency in English. Focuses on development of vocabulary, listening, speaking, reading, and writing skills on a basic functional level. Classroom instruction is supplemented by computer and language laboratories. Prerequisite: placement. *13 quarter hours*

ESL100B English for Speakers of Other Languages Level 2

For advanced beginners. Expands basic functional proficiency in all skills areas. Classroom instruction is supplemented by computer and language laboratories. Prerequisite: ESL100A or placement. *13 quarter hours*

ESL200 English for Speakers of Other Languages Level 3

For low-intermediate students. Builds language skills beyond the basic functional level. Classroom instruction is supplemented by computer and language laboratories. Prerequisite: ESL100B or placement. *13 quarter hours*

ESL201 English for Speakers of Other Languages Level 4

For intermediate students. Expands students' abilities to use language on an abstract conceptual level. Classroom instruction is supplemented by computer and language laboratories. Prerequisite: ESL200 or placement. *13 quarter hours*

ESL202 English for Speakers of Other Languages Level 5

For more advanced students. Emphasizes development of language skills needed to succeed in degree program coursework. Classroom instruction is supplemented by a conversation session and computer and language laboratories. Prerequisite: ESL201 or placement. *13 quarter hours*

ESL203 Writing Skills Development (ESOL)

Provides intensive developmental writing instruction, complementing the sequence of ESOL courses and competencies. Prerequisite: ESL202 or placement. *5 quarter hours*

Additional Applied Language Courses

ESL490 Independent Study

Students develop a project related to their English language acquisition with faculty approval. *2-5 quarter hours*

ESL495 Special Topic

Students select topics of special interest for self-improvement in the areas of English language acquisition and acculturation. More than one registration is permitted since topics vary each term. *2-5 quarter hours*

APL210 Characteristics of Language in Culture (formerly LIN210)

Introduction to the study of language with focus on general characteristics of language, linguistic analysis, language and culture, linguistic and cultural diversity, language acquisition, and contemporary approaches to language learning. Prerequisites: Not open to students enrolled in ESOL, Writing Skills Development, or Communication Development courses. *5 quarter hours*

The Foreign Language Minor

The six courses constituting the minor will be beneficial for students who either plan to work with clients, associates or students for whom the foreign language is the native language, or have an intrinsic interest in the nature and structure of language. To earn the minor, students must complete at least 50% of the required foreign language coursework at NLU. The specific foreign language(s) offered at any given time will be determined by the need and demand as expressed by students and baccalaureate programs.

APL100 (Foreign Language) I (Formerly Conversational Foreign Language I)

This course, the first in a three-course sequence, provides students with a sound base in listening, speaking, reading and writing in (foreign language) at the elementary level. Emphasis is on application of the language in various sociocultural situations. Instruction is delivered primarily in (foreign language) using innovative methodologies and activities which maximize learner participation. Prerequisites: Placement or recommendation. Not open to students enrolled in ESOL or Writing Skills Development courses. *5 quarter hours*

APL110 (Foreign Language) II (Formerly Conversational Foreign Language II)

This course, the second of a three-course sequence, is designed to enhance and expand skills acquired in (foreign language) I. Emphasis is on application of the language in various

sociocultural situations. Instruction is delivered primarily in (foreign language) using innovative methodologies and activities which maximize learner participation. Prerequisites: APL100 or placement. Not open to students enrolled in ESOL or Writing Skills Development courses. *5 quarter hours*

APL120 (Foreign Language) III

This course, the third in a three-course sequence is designed to enhance and expand skills acquired in (foreign language) II. Emphasis is on application of the language in various sociocultural situations. Instruction is delivered primarily in (foreign language) using innovative methodologies and activities which maximize learner participation. Prerequisites: APL110 or placement. Not open to students enrolled in ESOL or Writing Skills Development courses. *5 quarter hours*

APL130 First-Year Intensive (Foreign Language) I, II, and III

This intensive summer-session course combines (Foreign Language) I, II, and III. It provides students with a sound base in listening, speaking, reading, and writing in (foreign language) at the elementary level. Emphasis is on application of the language in various sociocultural situations. Instruction is delivered primarily in (foreign language) using innovative methodologies and activities which maximize learner participation. Prerequisites: Placement or recommendation. Not open to students enrolled in ESOL or Writing Skills Development courses. *15 quarter hours*

APL220 Intermediate (Foreign Language) I

This second-year course, the first in a three-course sequence, builds upon grammar essentials and helps to develop students' understanding of the nuances of the language. It will enhance students' abilities in listening, speaking, reading, and writing in (foreign language) at the intermediate level. Emphasis is on the application of the language in a variety of sociocultural situations. Instruction is delivered in (foreign language) using innovative methodologies and activities which maximize learner participation. Prerequisites: APL120 or placement. Not open to students enrolled in ESOL or Writing Skills Development courses. *5 quarter hours*

APL230 Intermediate (Foreign Language) II

This second-year course, the second in a three-course sequence, continues to build upon grammar essentials and to develop students' understanding of the nuances of the language and facilitates students' abilities in listening, speaking, reading, and writing in (foreign language) at the intermediate level. Emphasis is on the application of the language in a variety of sociocultural situations. Instruction is delivered in (foreign language) using innovative methodologies and activities which maximize learner participation. Prerequisites: APL220 or placement. Not open to students enrolled in ESOL or Writing Skills Development courses. *5 quarter hours*

APL240 Intermediate (Foreign Language) III

This second-year course, the third in a three-course sequence, reviews, refines, and expands students' understanding and usage of grammar. It continues to develop students' understanding of the complexities and subtleties of the language in a variety of discourse situations. It will improve students' writing in (foreign language) through extensive composition practice based on literary and nonliterary texts. Prerequisites: APL230 or placement. Not open to students enrolled in ESOL or Writing Skills Development courses. *5 quarter hours*

APL250 Second-Year Intensive Intermediate (Foreign Language) I, II, and III

This intensive summer-session course combines Intermediate (Foreign Language) I, II, and III. It builds upon grammar essentials and reviews, refines, and expands students' understanding and usage of grammar in a variety of discourse situations. It will enhance students' abilities in listening, speaking, reading, and writing in (foreign language) at the intermediate level. It provides students with extensive composition practice based on literary and nonliterary texts. Instruction is delivered in (foreign language) using innovative methodologies and activities which maximize learner participation. Prerequisites: APL240 or placement. Not open to students enrolled in ESOL or Writing Skills Development courses. *15 quarter hours*

Liberal Arts and Sciences**Art****LAA110 Introduction to Art**

Study of the structure and organizing principles of art, studio problems in two-dimensional and three-dimensional design. Students are introduced to the basic concepts of art history: chronology, stylistic development, and iconography related to the historical context. *2 quarter hours*

LAA300 Ceramics

Fundamental concepts in design and production of pottery and ceramic sculpture; development of technical skills and processes. Students produce ceramics by various methods of hand-building and wheel-throwing incorporating decorative and surface techniques. Trips to galleries and museums included. *2-5 quarter hours*

LAA301 Design

Theory of design and studio work in problems fundamental to the establishment media such as acrylic, wood, clay and fiberglass. *5 quarter hours*

LAA302 Drawing

Students study and practice fundamental drawing and compositional concepts; basic drawing materials explored; drawing from observation and imagination included. Individual potential emphasized. *2-5 quarter hours*

LAA303 Fiber Workshop

Design and production of two- and three-dimensional objects from natural and synthetic fibers. Studio projects of various processes and techniques including knotting, weaving, wrapping, hooking, stitchery, applique and fiber sculpture. *2-5 quarter hours*

LAA304 Mixed Media

Exploration of various traditional and nontraditional materials in two- and three-dimensional formats. Examples: drawing, painting, fiber, clay, and others. *2-5 quarter hours*

LAA305 Modeling and Sculpture

Fundamental concepts of three-dimensional design and development of technical skills and processes. Students produce sculpture in a range of methods and materials including clay, fiber, plaster, wood, fiberglass, and acrylic. *2-5 quarter hours*

LAA306 Painting

Fundamental concepts in design and composition, and development of technical skills and processes. Students paint in the studio and on location. Trips to galleries and museums included. *2-5 quarter hours*

LAA310 Mexican Art

Introduction to the history of Mexican Art through an anthropological examination of the religions, myths, histories and artifacts created by the indigenous peoples of Mexico from the Preclassic Period (200 B.C. - 300 A.D.) to the modern era. *2-5 quarter hours*

LAA320 African Art

Introduction to the art of the peoples of West and Central Africa through an anthropological examination of the religions, myths, histories, and artifacts created by these peoples. *2-5 quarter hours*

LAA321 Sources and Development of American Art

Foreign and native influences on the development of painting, sculpture, architecture, and the crafts of the United States. Study of societal conditions under which art styles originate: religious, political, economic, and cultural contexts. Examination of all forms of visual expression from the colonial period to the present time with emphasis on contributions of specific artists. Gallery and museum trips included. *2-5 quarter hours*

LAA322 Nineteenth and Twentieth Century Art

Development of painting, sculpture, architecture and the crafts in Europe and the United States during the 19th and 20th centuries. Students study relationships between art of a period and societal context, including political events, economic trends, and technological advances of the time. Emphasis on the contributions of specific artists. Gallery and museum trips included. *2-5 quarter hours*

LAA323 History of Far Eastern Art

Study of art and architectural styles of China, Japan and India from the dawn of history to present day. Contributions of Eastern Asia to art and humanity will also be explored. *2-5 quarter hours*

LAA490 Art Independent Study

Students concentrating in art have the opportunity to pursue independent study in studio, art history, or art education after completing, with excellence, a basic course in the chosen area of study. *1-6 quarter hours*

LAA495 Art Special Topic

Topics offered will reflect the current interest of students. Since topics vary from quarter to quarter, this course may be taken more than once. Examples of topics are Jewelry, Creative Lettering and Graphic Design, and Art for the Exceptional Learner. *1-6 quarter hours*

English**LAE101 Fundamentals of Composition**

First in a two-term sequence of composition courses. Expository, illustrative, and persuasive writing with emphasis on the short essay. Introduction to research and documentation. Prerequisite: Placement. *5 quarter hours*

LAE102 Composition and Literature

Second in a two-term sequence of composition courses. Continued practice in expository writing with emphasis on the literary critique. Development of criteria for understanding literature as an art form. Introduction to structure of the major types of literature (such as fiction, poetry, drama) and common terms used in literary criticism. Analysis and discussion of literary technique. Prerequisite: LAE101. *5 quarter hours*

LAE104 Report Writing

An introduction to the types of writing required in public agencies or businesses, including the writing of reports or proposals (which have specific guidelines), as well as memoranda, formal and informal letters, summaries, recommendations, and persuasive memos or other arguments. Prerequisite: Placement. *5 quarter hours*

LAE201 Intermediate Composition

A course by arrangement for students needing further work in the fundamentals of expository writing. This course adapts to the needs of the student or students currently enrolled. Prerequisite: LAE101 or equivalent. *2-5 quarter hours*

LAE203 Survey of the English Language

A course in practical English grammar for elementary and secondary teachers, covering traditional syntactical analysis (including the difference between prescriptive and descriptive grammars) and introducing students to the study of English language semantics, usage, dialects, history, and the teaching of composition. Fulfills Illinois certification requirement. Does not count as English major or concentration credit. Prerequisite: LAE102 or equivalent. *5 quarter hours*

LAE210 Writing in the Workplace

An interdisciplinary introduction to various writing tasks which integrate data presentations and economic principles using word processing and computer software applicable to office and workplace writing. Prerequisites: Sophomore standing and academic skills assessment. Concurrent enrollment in LAM225 and LAS253. *5 quarter hours*

LAE301 Advanced Composition

Advanced instruction and practice in a variety of expository and other writing tasks. Special emphasis on writing with style, clarity, and effectiveness for various audiences. Prerequisite: LAE102 or equivalent. *2-5 quarter hours*

LAE302 Introduction to Creative Writing

Basic techniques of fiction and poetry. Individual instructor may stress one or the other. (Students can inquire ahead.) Wide reading expected as a stimulus to creative expression. Prerequisites: LAE102 or equivalent. *5 quarter hours*

LAE303 English Language and Linguistics

General survey of structure and history of the English language, including American English. Course introduces the study of modern linguistics, including phonology, morphology, generative grammar, language acquisition, and dialect study. Prerequisite: LAE102 or equivalent. *5 quarter hours*

LAE305 Major British Writers I: Beginnings to 1750

A survey of the most important British authors to 1750. Includes such writers as Chaucer, Shakespeare, Donne, and the metaphysical poets, Milton, Pope, Swift. Covers historical-cultural backgrounds and major developments in the history of ideas. Prerequisite: LAE102 or equivalent. *5 quarter hours*

LAE306 Major British Writers II: 1750 to 1900

A survey of the most important British authors from 1750 to 1900. Includes such writers as Fielding, Sheridan, Austen, Wordsworth, and the Romantic poets, Dickens, Shaw. Covers historical-cultural backgrounds and major developments in the history of ideas. Prerequisite: LAE102 or equivalent. *5 quarter hours*

LAE307 Literature for Children

A general overview recommended for students entering the teaching profession. Survey of best of the old and new in prose and verse from the nursery level through elementary grades. Techniques of presentation are discussed. Major emphasis on content and quality of literature. (May be taken as separate modules according to age level: LAE307A Early Childhood for 2 quarter hours; or LAE307B Middle School for 3 quarter hours. Prerequisite: LAE102 or equivalent. *5 quarter hours*

LAE308 World Literature

Masterpieces of world literature from the earliest times to the present, in translation. Syllabus includes primarily western literature—Greek, Italian, Spanish, German, French, Russian—but some attention also given to non-western literature. Prerequisite: LAE102 or equivalent. *5 quarter hours*

LAE309 Minority Voices in American Literature

A study of important literary works by representatives of minority groups. Specific focus is determined by the individual instructor and can be limited to a particular group, time period, and/or literary type. Students examine how literature functions as protest and in the search for identity. Prerequisite: LAE102 or equivalent. *5 quarter hours*

LAE310 The Novel

A broad study of technique, structure, and rhetoric of the novel. Individual instructor may focus on the origins and development of the novel, concentrating on the growth of technique and changing cultural concerns, or on representative types of the novel. Prerequisite: LAE102 or equivalent. *5 quarter hours*

LAE311 The Short Story

Examination of the short story as a literary form. Students learn the tools needed for criticism of fiction. Course can be presented using a historical approach or it may be structured by type. Prerequisite: LAE102 or equivalent. *5 quarter hours*

LAE312 Poetry

Examination of poetry as a literary genre through critical analysis. Prerequisite: LAE102 or equivalent. *5 quarter hours*

LAE313 Myth and Mythology

A study of examples of mythology from two or more cultural traditions, possibly including ancient and modern, western and non-western traditions. The mythology will be studied as literature and from the perspective of several major twentieth-century theories of myth. Prerequisites: LAE102 or equivalent. *5 quarter hours*

LAE315 Art of the Film

An introduction to film theory and film technique, with some reference to the history of film. Emphasis will be placed on the tools used to tell stories in film, e.g., cinematography, editing and sound. Both American and foreign films will be screened and discussed; *Intolerance*, *Metropolis*, *Citizen Kane*, *My Darling Clementine*, *Shoot the Piano Player*, *The Seventh Seal* and *8 1/2* are typical of the films covered. Students will also view movies outside of class and write papers analyzing various aspects of filmmaking. Prerequisite: LAE102 or equivalent. *5 quarter hours*

LAE316 Prose Forms and Styles

A survey of the major forms of contemporary prose writing: novel, essay, short story, non-fiction narrative. Emphasis will be on analysis of each author's style and voice, and of the narrative techniques he or she employs to tell the story most effectively. Works vary from quarter to quarter and may from time to time include some non-English works in translation. Prerequisites: LAE102 or equivalent. *5 quarter hours*

LAE405 American Writers I: Beginning to 1900: Selected Topics

A brief look at early Puritan literature followed by readings from fiction writers such as Hawthorne, Melville, Irving, Cooper, Poe, Twain, and from poets such as Whittier, Longfellow, Whitman and Dickinson. Emphasis on the influence of social forces on literature and on the emergence of literary forms and conventions. Prerequisite: LAE102 or equivalent. *5 quarter hours*

LAE406 American Writers II: 1900-1945

A survey of classic 20th century novelists such as Wharton, Dreiser, Lewis, Fitzgerald, Hemingway, Faulkner, Wright, and Steinbeck. Students examine types of fiction such as realism, naturalism, proletarianism, impressionism. Prerequisite: LAE102 or equivalent. *5 quarter hours*

LAE407 American Writers III: 1945-1970

A survey of the best and most influential writers following World War II and continuing through to the close of the turbulent sixties. Includes primarily fiction writers such as Mailer, O'Hara, Salinger, Cheever, Updike, O'Connor, Baldwin, Kesey, Heller, Roth, Bellow, Malamud, and Nabokov. Takes a look at the stunning contrasts between the fifties and the sixties, politically, socially, ethically, artistically, and psychologically. Prerequisite: LAE102 or equivalent. *5 quarter hours*

LAE408 Contemporary American Literature: 1970 to the Present

A dynamic overview of the most critically esteemed and widely read writers of the students' own lifetime. Stressing fiction, it includes such names as Updike, Bellow, Pynchon, Barth, Vonnegut, Wolfe, Irving, Roth, Morrison and Walker. Assesses the impact of the sixties and examines literary phenomena such as absurdism and the "new journalism" against the on-going tradition of realism. Prerequisite: LAE102 or equivalent. *5 quarter hours*

LAE409 20th Century American Women Writers

A survey of American women writers, which examines the special characteristics of writing by women, the growth of protest, and women's role in the 20th -century history of American literature. Individual instructors may choose to focus primarily on fiction, on non-fiction, or on poetry; or an instructor may limit the survey to a particular 20th -century time period or theme. See English Department for details. Prerequisite: LAE102 or equivalent. *5 quarter hours*

LAE410 Modern British Fiction: 1900-1950

A survey of classic 20th-century British novelists such as James, Lawrence, Joyce, Forster, Woolf, Greene, Orwell, Huxley and Amis. Focuses on the growth and development of technique and on the ethical, psychological, and political concerns of the period. Prerequisite: LAE102 or equivalent. *5 quarter hours*

LAE415 Popular Literature

Study of well-known types of popular literature (murder mysteries, spy stories, science fiction, romance, westerns, horror stories, etc.) with particular attention to the sociology, psychology and politics of each type. Prerequisite: LAE102 or equivalent. *5 quarter hours*

LAE420 Current Issues in College Composition

A survey of current issues in composition and rhetoric research with emphasis on their relationships to teaching college writing courses. Such issues include social and cognitive and/or technological influences on academic writers. Prerequisites: LAE102 or equivalent, junior standing or above. *5 quarter hours*

LAE425 Literary Criticism and Interpretation

A survey of the major theories and schools of literary criticism with emphasis on twentieth-century approaches such as new criticism, semiotics, deconstruction, reader-response theory and including such special perspectives as psychoanalytic, Marxist and feminist criticism. Prerequisite: LAE102 or equivalent. *5 quarter hours*

LAE434 Shakespeare and Elizabethan Drama

Study of the Elizabethan stage and Elizabethan-Jacobean drama and the development of Shakespeare's dramatic art. Students read selected comedies, tragedies and histories by Shakespeare and some of his contemporaries. Prerequisite: LAE102 or equivalent. *5 quarter hours*

LAE450 Fundamentals of Journalism

Introduction to various kinds of journalistic writing appropriate to newspapers, magazines and other periodicals. News-writing, feature-writing, and interviewing are some of the journalistic types covered. Liability laws, guidelines pertaining to plagiarism, copyright laws, and journalistic ethics are discussed. Prerequisite: LAE102 or equivalent. *5 quarter hours*

LAE460 Editing and Publishing the Small Journal

A course introducing students to the practical skills involved in a course introducing students to the practical skills involved in editing, managing, and publishing a small periodical-for a school, a corporation, or any other enterprise which needs to publish information for its own corporate community or for the public. Some students may get hands-on experience by working with the college's own public relations office or possibly with the school yearbook or newspaper. Journalistic ethics, reporting techniques, and liability laws will also be covered. Most importantly, course introduces students to desktop-publishing software-both Apple and IBM-compatible. More traditional methods of working with printers are also explained. Prerequisite: LAE102 or equivalent. *5 quarter hours*

LAE461 Writing Promotional and Advertising Copy

A course taught by professionals in the field of advertising and promotion. Students receive coaching and practice in writing spots for radio and television, as well as layout and design for

print media and direct mail. Public relations strategies are introduced: how advertising builds and communicates the corporate image. Available markets for writers will be explored. Speakers will discuss working for agencies and writing freelance. Prerequisite: LAE102 or equivalent. *5 quarter hours*

LAE465 Creative Writing: Humor

An initial discussion of the basic principles of humor, followed by an overview of specific types of humor-writing. This course analyzes various styles of humor, such as iconoclasm, absurdism, exaggeration, "gallows humor," "Jewish humor," etc., in order to imitate their techniques in weekly written assignments. Each student works on development of his or her own comic "voice." Prerequisite: LAE102 or equivalent. *5 quarter hours*

LAE490 English Independent Study

Opportunity for students in this major or concentration to pursue acceptable study in an aspect of literature or writing independently. Students are assigned to department advisors for guidance and tutoring. *2-5 quarter hours*

LAE492 Methods of Research for Writers

A course which teaches writers how to do basic secondary research in a variety of areas likely to be relevant to their future writing, such as: psychology, physiology and medicine, education, literature and the arts, history, natural science, etc. Students must show they can use traditional printed materials as well as computer-assisted research. Instructor reviews guidelines pertaining to plagiarism and copyright laws. Students write a brief, researched paper.

This course is usually taught in modules of 1 semester hour per module with a different module being offered each term: LAE 492A in fall, LAE 492B in winter, LAE 492C in spring. Each module covers different discipline areas, responding to student needs. Students can request current academic year's agenda from the English Department. (This is **not** a writing-intensive course. Contrast LAE 501: Writing from Reading.) *1-3 semester hours*

LAE495 English Special Topic

Opportunity for students and faculty to create a course topic not on the regular schedule. (A recent example: The Sixties: Evolution and Revolution.) Students may register for more than one Special Topic in the course of their degree program. *2-5 quarter hours*

LAE499 English Seminar

A course designed by faculty and students, from time to time, in which students assume a major responsibility for course materials and content, in conventional seminar fashion, with the instructor acting primarily as advisor and evaluator. Prerequisite: consent of instructor. *3-5 quarter hours*

Philosophy/and Religion**LAH110 Introduction to Philosophy**

Topics of study include: the nature of philosophy and philosophizing as a human function, how humans form questions and answers concerning the nature of existence, knowledge and values, how vocational philosophers (past and present) offer stimulus and resources for this function. *5 quarter hours*

LAH120 Logic and Effective Thinking

Students are trained to recognize, analyze, and use informal, deductive, and inductive patterns of reasoning. Practical relevance and scientific methodology shape the orientation. *5 quarter hours*

LAH300 Values and Ethical Decision Making

Students examine the development of values on a social and personal level and how these values relate to decision making. Key concepts include understanding the origins of one's own value system, cultural trends that reflect changing values, reviewing decision-making process. *3 quarter hours*

LAH305 Philosophy of Values and Ethics

Examination of process and criteria for forming and testing values. Study of value experience in cultural and individual contexts; contexts include tradition, scientific inquiry, emotional, and practical concerns. Values are related to ethical obligations. *5 quarter hours*

LAH307 Philosophy of Love

Inquiry into the nature and practice of love. Classical/modern sources are related to cross-disciplinary research and literature. The course investigates the organic roles of the cognitive, affective and behavioral functions of persons in love experience and practice. An exploration of realistic strategies for channeling the energies of love into decreasing "human destructiveness" and activating humaneness in all human transactions. Prerequisites: LAE101 Fundamentals of Composition or consent of instructor. *5 quarter hours*

LAH310 Philosophy of Religion

Study of the nature of religious faith, belief, and language in relation to general methods of attaining meaning and knowledge. The relation of religious commitment to ethical obligations, general cultural values, and life's tragic elements. *5 quarter hours*

LAH315 Religions of the World

Survey of the major world religions; empirical study of beliefs, ritual, and ethical commitments within respective cultural contexts. Development of critical principles to structure study. *5 quarter hours*

LAH320 Philosophy of Death and Dying

An inquiry into the following themes pertaining to death and dying: (a) historical and contemporary interpretations; (b) emotional and social patterns that compose human treatments

of death and dying; (c) the development of a personal philosophy that relates death and the arts of living; (d) the relations between pertinent professionals and dying and/or bereaved clients. *5 quarter hours*

LAH490 Philosophy Independent Study

2-5 quarter hours

LAH495 Philosophy Special Topics

A philosophy offering of special interest to be studied in depth. May be registered for more than once, since the topic varies each term. *2-5 quarter hours*

Mathematics**LAM100A Arithmetic**

This course presents a review of arithmetic operations and basic mathematical principles. Topics covered include estimation, operations with fractions and decimals, number systems, percent, ratio and proportion, and an introduction to algebra. Calculator use is encouraged throughout. Applicable as free elective credit but not toward requirements in General Studies or a concentration. (Total degree credit for Strategies for Effective Reading, Writing Laboratory, Communication Development, Arithmetic, and/or Basic Algebra limited to 5 quarter hours. To be taken on a Pass/No Pass basis.) *5 quarter hours*

LAM100B Basic Algebra

This course covers introductory algebra for students with no algebra background or for those who need a review of basic algebraic principles. Topics covered include number systems, integer arithmetic, integer exponents, polynomial arithmetic, first and second degree equations in one variable, literal equations, and an introduction to radicals. Calculator use is encouraged throughout. Applicable as a free elective credit but not toward requirements in General Studies or a concentration. (Total degree credit for Strategies for Effective Reading, Writing Laboratory, Communication Development, Arithmetic, and/or Basic Algebra limited to 5 quarter hours. To be taken on a Pass/No Pass basis.) Prerequisite: Placement or LAM100A. *5 quarter hours*

LAM107 Utilization of Microcomputers

An entry-level survey course providing students with a strong base of knowledge about the broad aspects of microcomputer utilization. Acquisition of rudimentary knowledge of data bases, spread sheets, word processing, and software selection through extensive demonstration and hands-on experience. Not used for math credit. *2 quarter hours*

LAM108 Overview of Computers

Introduction of the concepts of computers, information processing, programming, and the impact of computers on society. An overview of common computer hardware is provided, as well as the history of events leading to the development of the computer industry. Details of data representation and internal operation of computers included. Hands-on laboratory activities. Not for math credit. *2 quarter hours*

LAM110 College Mathematics/Application of Mathematical Ideas

This course provides the basic preparation for more specialized courses in mathematics as determined by the student's major. Topics include graphical and numeric solutions of problems, number systems, first and second degree equations, inequalities in two variables, systems of equations, measurement, geometry, and problem solving. This course does not apply toward the math concentrations. Prerequisite: Placement or LAM100A & B. *5 quarter hours*

LAM111 Logarithm/Trigonometry Unit for Allied Health Students

This module surveys exponential and logarithmic functions and their graphs, computations with logarithms and computational right triangle trigonometry, and their applications. Required of Allied Health students who take LAM110 College Mathematics to fulfill their mathematics requirement. To be taken on a pass/no credit basis. This course may be applied as a free elective, but not toward a mathematics major or minor concentration. Prerequisite: LAM110 or concurrent enrollment. *1 quarter hour*

LAM112 Concepts of Mathematics

This basic mathematics course examines the underlying conceptual framework of the topics of sets, numeration, whole number operations, geometry, probability, and statistics. Students will use estimation, models and graphs, and apply mathematical reasoning in a variety of problem-solving situations. A weekly lab component is required. This course applies toward a mathematics concentration. Prerequisite: LAM110 or placement. *5 quarter hours*

LAM130 Mathematical Thinking in an Information Age

This course develops conceptual understanding and problem solving, decision making, and analytical skills dealing with quantities and their magnitudes and interrelationships using calculators and computers as tools. Includes representing and analyzing data through such statistical measures as central tendency, dispersion, normal distribution and chi-square distributions, and correlation and regression to test hypotheses (maximum one-third of course); using logical statements and arguments; estimating, approximating and judging reasonableness of answers; graphing and using polynomial functions and systems of equations and inequalities in the interpretation and solution of problems; and selecting and using appropriate approaches and tools in formulating and solving real-world problems. This course applies toward the math concentration. Prerequisite: Placement or consent of department. *5 quarter hours*

LAM213 Math Content for Elementary Teachers

This course is designed specifically to meet the needs of prospective elementary and junior high school teachers. It examines the underlying conceptual framework of the elementary mathematics topics of geometry, measurement, rational and real number operations, percent, probability, and statistics. Students will use estimation, models, and graphs, and

apply mathematical reasoning in a variety of problem-solving situations. A weekly lab component is required. This course applies toward a mathematics concentration. Prerequisites: LAM110 and LAM112. *5 quarter hours*

LAM214 Mathematics for Management Science

An introduction to mathematical topics with applications to business, economics, and the social sciences. Topics will include linear equations and matrices, systems of inequalities and linear programming, simplex method; determinants, matrices and matrix algebra; introduction to statistics; game theory, markov chain methods, mathematical modeling, and the mathematics of finance. Computer technology will be integrated throughout the course with an emphasis on problem-solving. This course applies toward a mathematics concentration. Prerequisite: LAM110 or placement. *5 quarter hours*

LAM216 Statistical Methods

Examination of the application of statistical description and inference in business, psychology, and science. Topics include: frequency distributions, graphing techniques, measures of central tendency and dispersion, normal distribution, correlations, regression, probability and sampling methods, hypothesis testing and decision making, t-tests and analysis of variance. This course does not apply toward the math concentrations. Prerequisite: LAM110 or placement. *5 quarter hours*

LAM220 College Algebra

The fundamental concepts of college algebra including absolute value, factoring and roots, operations with rational exponents, and graphing are examined. Topics developed include systems of equations and inequalities, matrices and determinants, the theory of polynomials, trigonometric functions, and exponential and logarithmic functions. Applies toward the math concentration. Prerequisite: LAM110 or placement. *5 quarter hours*

LAM225 Quantitative Methods in the Workplace

Using the context of economics, the course emphasizes the communication and interpretation of mathematical ideas, interpreting and constructing graphs and charts, and estimation and prediction. These concepts are explored with the assistance of a computer-based word processor, spreadsheet, and database. This course is designed for field-based programs. Prerequisite: Sophomore standing and academic skills assessment. *5 quarter hours*

LAM301 Mathematics Content for Teachers: Problem Solving

This course provides the students with nonroutine problem-solving experiences in a variety of situations for the purpose of improving problem-solving skills. Specifically, the course emphasizes three aspects of problem solving: problem-solving strategies, problem solving in subject areas, and problem creation. It is intended primarily as a content course for prospective elementary or middle school teachers. This course applies toward a mathematics concentration. Prerequisites: LAM110 and LAM112 required; LAM213 and LAM220 recommended. *5 quarter hours*

LAM303 Computer Programming I

This is a programming course within a mathematical context. Mathematical functions and graphs are employed within subroutines using proper program design. The techniques of structured programming are developed with problems taken from number theory, probability, statistics, and geometry. A final project will be required. Prerequisite: LAM110. *5 quarter hours*

LAM305 Computer Programming II

This course is a continuation of Computer Programming I (LAM303). It emphasizes data structures such as files, sets, pointers, lists, stacks, queues, trees, and graphs, and explores text processing, recursion, searching, and sorting. The course investigates the design and implementation of large scale problems. This course applies toward the mathematics concentration. Prerequisite: LAM303 or equivalent. *5 quarter hours*

LAM307 Investigatory Geometry and Measurement

Investigates geometry and measurement and relates these to nature, art, and mathematical thought. Materials and problem-solving techniques included. Inductive approach provides students with another point of view as well as additional knowledge and skills. Prerequisite: LAM112. *5 quarter hours*

LAM308 Exploratory Probability and Statistics

A series of mini-learning experiences drawn from real life problems that develop probability and statistical concepts and processes. These include organizing, presenting, and interpreting data; using probability models and statistical procedures; and developing statistical models. Prerequisite: LAM112. *5 quarter hours*

LAM309 Theory of Numbers

Involves students in discovering, developing, evolving ideas of elementary number theory. Topics include mathematical induction, divisibility, primes, congruences, and conditional congruences. Prerequisite: LAM220. *5 quarter hours*

LAM310 Precalculus

Acquaints students with the topics necessary in the study of calculus, including real numbers, functions, graphs, lines, conic sections, parametric equations, polar coordinates, and analytic geometry of three dimensions. Trigonometric functions, as well as applications in the solution of problems are also studied. Prerequisite: LAM220. *5 quarter hours*

LAM311 Calculus I

Introductory concepts of calculus presented: limits, continuity, derivatives, techniques of differentiation, applications of derivatives to related rates and extreme problems, Rolle's Theorem and Mean Value Theorem, antiderivatives, and Fundamental Theorem of Calculus. Prerequisite: LAM310. *5 quarter hours*

LAM312 Calculus II

Continued applications of the Fundamental Theorem of Calculus: arc length, surface area, centroids, fluid pressure, and work. Other topics include integration formulae, sequences and Riemann sums, transcendental functions, hyperbolic functions, and indeterminate forms. Prerequisite: LAM311. *5 quarter hours*

LAM315 History of Mathematics: A Problem Solving Approach

A study of the historical development of mathematics and certain mathematical concepts from early times to the present with considerations of the problems that mathematicians have faced. The mathematical emphasis will be on famous theorems from each era. Biographies of mathematicians and historical analyses of each period will be included. This course applies toward the mathematics concentration. Prerequisite: At least one 200-level mathematics course or equivalent. *5 quarter hours*

LAM320 Discrete Mathematics

This course provides an introduction to the topics and techniques of discrete methods, combinatorial reasoning, and finite algebraic structures. Set theory, logic, and functions provide the unifying themes as finite systems are studied. Topics include sets, counting, recursion, graph theory, trees, nets, Boolean Algebra, automata, and formal grammars and languages. The nature and importance of the algorithmic approach to problem solving is stressed. This course applies toward the mathematics concentration. Prerequisite: At least one 200-level mathematics course or consent of department. *5 quarter hours*

LAM325 Linear Programming

This course deals with the problem of minimizing or maximizing a linear function in the presence of linear inequalities. Linear programming is used by decision makers to solve multi-variable, multi-goal problems commonly found in accounting, finance, management, marketing, industry, government, military, and urban planning. Topics include the study of linear inequalities, linear programming problems, and solving problems by the simplex method. This course applies toward the mathematics concentration. Prerequisite: LAM214 or LAM220 or consent of department. *5 quarter hours*

LAM330 Matrix Algebra

This course presents the most basic laws of matrix algebra. Methods for obtaining a complete solution of any given system of linear equations, homogeneous or nonhomogeneous, are introduced. This method allows extensive use of concrete examples and exercises to facilitate the learning of abstract concepts. This course applies toward the mathematics concentration. Prerequisite: LAM220 or consent of department. *5 quarter hours*

LAM350 Modern Algebra

Through a development of the real number system and its subsystems, the structural ideas that underlie arithmetic and algebra are examined. When appropriate, calculators are used to illustrate and apply the properties of real numbers. Roles of symbolic logic, proof, and functions are explored. Prerequisite: LAM311. *5 quarter hours*

LAM403 Mathematical Probability and Statistics

The theory of descriptive statistics, probability, and statistical inference is developed from a mathematical standpoint. Topics covered include: measures of central tendency and dispersion; regression and correlations; combinatorics; compound, independent, and mutually exclusive events; random variables; discrete and continuous probability distributions; sampling; confidence intervals; hypothesis testing; Type I and Type II errors; and, analysis of variance. Prerequisite: LAM311 required; LAM308 recommended. *5 quarter hours*

LAM405 Geometry

Major concepts of Euclidean geometry and selected non-Euclidean geometries are examined. Theorems of the realms, incidence, congruence, and distance are proved using a variety of methods. Various interpretations of geometry through numbers, vectors, and transformations of the plane are explored. Prerequisite: LAM311 required; LAM307 recommended. *5 quarter hours*

LAM410 Linear Algebra

This course is designed to introduce some of the basic concepts and techniques of linear algebra. The emphasis is on intuitive development and application of computational tools. Matrices and systems of equations are used as vehicles for the introduction, application, and interpretation of vector spaces, subspaces, independence, and dimension. This course applies toward the mathematics concentration. Prerequisite: LAM312 or consent of department. *5 quarter hours*

LAM490 Mathematics Independent Study
Students conduct in-depth examinations of a topic in mathematics culminating in an interpretive report. Prerequisites: LAM220, consent of instructor. *2-5 quarter hours*

LAM491 Applied Project in Quantitative Studies
Provides an applied experience within the university to work with a practicing professional integrating academic knowledge and research skills. Engages the student in computer programming, statistical analysis and/or other quantitative activities. May be taken several times for a maximum total of 10 hours credit. Admission to the applied project course requires departmental permission.

LAM492 Quantitative Studies Internship
Provides on-the-job experience at a local scientific, business, educational, or industrial setting; offers the opportunity to integrate academic knowledge and skills with the demands of the professional work environment. A minimum of 15 hours per week for 10 weeks of on-site experience totaling a minimum of

150 clock-hours per quarter is required for 5 quarter hours of credit. May be taken several times for a maximum total of 10 hours credit. Admission to the internship program requires departmental permission.

LAM495 Mathematics Special Topics

A particular aspect of mathematics is selected to be studied in depth. Since the topic varies each term, the course may be taken more than once. Prerequisites: Varies with the topic, at least LAM110, consent of instructor. *2-5 quarter hours*

LAM499 Mathematics Seminar

Library research and discussion is conducted on a selected problem area. Prerequisites: LAM220, consent of the instructor. *2-5 quarter hours*

Science**LAN110 General Biology**

This course, in the basic principles of biology, is a prerequisite for most other biology courses. It covers the basic chemistry and organization of cells, photosynthesis and respiration, transport, cell division, introduction to mendelian and molecular genetics, evolution, and laboratory. *5 quarter hours*

LAN150 Survey of Physical Science

This course follows the concept of conservation through basic units in physics, chemistry, astronomy, meteorology and geology. Techniques of measurements and problem solving emphasized. Laboratory. Prerequisite: Appropriate score on math placement exam. *5 quarter hours*

LAN200 Anatomy and Physiology I

The histology of tissues and skin and the gross anatomy and physiology of the skeletal, muscular, nervous, sensory and endocrine systems. Prerequisite: LAN110 or consent of instructor. *5 quarter hours*

LAN205 Anatomy and Physiology II

The gross anatomy and physiology of the circulatory, respiratory, digestive, immune, excretory, and reproductive systems. Laboratory. Prerequisite: LAN110 or consent of instructor. *5 quarter hours*

LAN215 Issues in Biology

Introduction to a variety of topics in biology. Basic principles such as the scientific method, cell division, reproduction, classical and molecular genetics are discussed. These enable the exploration of the scientific basis of issues that are currently important to the general public. Laboratory is included. This course cannot serve as a prerequisite to other biology courses. *5 quarter hours*

LAN250 Inorganic Chemistry I

A comprehensive introduction to inorganic chemistry. Measurement techniques; theoretical aspects of atomic structure, periodicity of elements, compounds and stoichiometry. Behavior of gases and concentrations of solutions. Laboratory. (To be followed by LAN251). *5 quarter hours*

LAN251 Inorganic Chemistry II

Continuation of basic inorganic chemistry. Problem solving and further study of selected topics and theories in inorganic chemistry including: behavior of liquids, ionization, oxidation, radioactivity, and chemical equilibrium and kinetics. Laboratory. Prerequisite: LAN250. *5 quarter hours*

LAN255 Basic Photography

History of photography. Use of camera in making quality negatives, film processing, special techniques in print processing. Laboratory. *2 quarter hours*

LAN256 Science of Simple Machines

Historical review of simple machines. Definitive discussions of wheel and axle (windlass), wedge lever, pulley, inclined plane, screw, and gear. Determinations of mechanical advantages and efficiencies. Laboratory. *2 quarter hours*

LAN260 Consumer Chemistry

Basic concepts of chemistry developed while investigating various consumer products. Food and food additives analyzed for basic constituents. Other consumer products such as nonprescription drugs, cosmetics and textiles investigated. *5 quarter hours*

LAN300 Ecology and Conservation

Basic principles of ecology at the physiological, population, community, and ecosystem levels; application to problems in conservation and environmental pollution. Field trips will be taken when possible. An independent research project is required for 5 quarter-hours credit. Laboratory. Prerequisite: LAN110. *3 or 5 quarter hours*

LAN301 Embryology

Study of the growth and differentiation by organisms during development from a zygote to maturity just prior to hatching or birth. Laboratory. Prerequisite: LAN110. *5 quarter hours*

LAN302 Zoology

The basic characteristics and phylogenetic relationships of the major animal phyla. Emphasis is placed on evolutionary trends throughout the kingdom. Laboratory. Prerequisite: LAN110. *5 quarter hours*

LAN303 Botany**LAN305 Animal Behavior**

The biology of the behavior of animals, including evolution, mating systems, learning, behavior genetics, communication and social behavior. Students desiring 5 hours credit will formulate a pertinent question and collect data aimed at answering that question. The results of the investigation will be written in the format of a scientific publication and presented formally to the class. Prerequisite: LAN110. *3 or 5 quarter hours*

LAN350 Physical Geology

Course divided into units on minerals, igneous rock formation, weathering, soil, and the formation of sedimentary rocks. Other units include mass movements of the earth's surface and formation of metamorphic rocks. Emphasis placed on the process of identifying minerals and rocks. Prerequisite: LAN150 or consent of instructor. *5 quarter hours*

LAN351 General Physics

An introduction to the application of basic physics principles to mechanics, dynamics, behavior of gases, sound, electromagnetic radiation, heat, electricity, magnetism, and nuclear physics. Prerequisite: LAN150 or consent of instructor. *5 quarter hours*

LAN352 Physical Science II

In-depth investigation of mechanics and dynamics wave phenomena. Mechanics units deal with linear motion of objects. Light, sound, and atomic particles investigated in relation to their wave properties. Laboratory. Prerequisite: LAN150. *n 5 quarter hours*

LAN354 Astronomy

Students apply geometry and scaling techniques to establish distances and sizes of objects in space. They build models; work with forces and motions; and study light, temperature, and composition. Emphasis on the manner in which astronomers operate. Laboratory. Prerequisite: LAN150. *5 quarter hours*

LAN356 Basic Electricity and Electronics

Students investigate historical aspects of the development of the laws of magnetism, electricity, and electronics. Students study electrical components and their function and construct workable electrical apparatus as projects. Laboratory. Prerequisite: LAN150. *5 quarter hours*

LAN361 Biochemistry II

See Biochemistry I course description. *5 quarter hours*

LAN364 Quantitative Analysis

In this course, students are introduced to various techniques for determining the amounts of chemical elements present in solutions. Volumetric, gravimetric, and instrumental analysis techniques are covered in lecture, then applied to laboratory situations. Prerequisites: LAN250, LAN251, or consent of instructor. *5 quarter hours*

LAN366 Biostatistics

This course is an introduction to descriptive and inferential statistics, with an emphasis upon biological applications. Students learn to calculate and use basic descriptive statistics such as means, standard deviations, and graphs. They analyze data using a variety of hypothesis tests such as binomial distributions, Chi square, and analysis of variance, correlation, regression and learn to choose the appropriate test for a given application. Calculations are performed by hand and by the use of a standard statistical package. Prerequisites: LAN110 and LAN110. *5 quarter hours*

LAN407 Introduction to Mycology

Lecture topics in this course include: classification, morphology, nutrition, reproduction, major subdivisions of fungi, cultural characteristics, chemotherapy, and epidemiology. In addition, systemic and superficial mycotic infections are extensively covered. Laboratory. Prerequisite: LAN110. *5 quarter hours*

LAN408 Introduction to Parasitology

A detailed study of the taxonomy, immunology, physiology, and macro-microscopic anatomy or protozoal and helminthic parasites that infect man. Lectures will include: techniques of specimen collection, staining procedures, and the recognition of each parasite microscopically. Additionally, an extensive study of the epidemiology and parasite life cycles will be undertaken. Laboratory. Prerequisite: LAN110. *5 quarter hours*

LAN409 Genetics

The basic principles of classical mendelian and molecular genetics will be discussed. Topics such as chromosome mapping, Chi square analysis of data, chromosomal aberrations, DNA replication, protein synthesis, genetic engineering, and gene repair systems will be investigated in laboratory. *5 quarter hours*

LAN411 Microbiology

An introduction to the biology of bacteria and viruses. Emphasis is on physiology, control and diversity of microorganisms. Standard laboratory procedures for microbiology are practiced. Laboratory. Prerequisites: LAN110 and consent of instructor. *5 quarter hours*

LAN412 Medical Microbiology

An introduction to the etiology, epidemiology, and immunology of microbes and their relationship to infectious disease. Laboratory. Prerequisite: LAN411. *5 quarter hours*

LAN490B Independent Study, Biology**LAN490E Independent Study, Earth Science****LAN490P Independent Study, Physical Science**

A student, with the assistance of the instructor, selects an experimental in-depth problem for research and report. Prerequisites: LAN110, LAN150. *1-5 quarter hours*

LAN491 Field Study of Ecological Communities

Comparative studies are conducted at a marsh, swamp, bog, dune, prairie, forest, river, lake, canyon, and quarry. Trips are also taken to an arboretum, conservatory, sewage disposal center, and purification plant. Laboratory. Prerequisite: LAN110. *5 quarter hours*

LAN495B General Biology Special Topic**LAN495E Earth Science Special Topic****LAN495P Physical Science Special Topic**

A student selects a science offering of special interest. More than one registration is permitted since topics vary each term. Prerequisites: LAN110, LAN150. *2-5 quarter hours*

LAN499B General Biology Seminar**LAN499E Earth Science Seminar****LAN499P Physical Science Seminar**

Students engage in library research, discussions with peers and instructor, and field work. Prerequisites: LAN110 and LAN150. *3-5 quarter hours*

Psychology**LAP100 General Psychology**

Overview of fields of psychology including biological, social, developmental, and adjustive aspects of behavior. Personality, perception, motivation, emotions, and social behavior are included with laboratory experiences in selected areas. Primarily for liberal arts students, but open to all students. (General

LAP201 Psychology of Early Childhood

Study of biological, social, and cognitive development during the first six years of life. Implications of research and theories for understanding children and facilitating child development in a multicultural society. Understanding of normal developmental tasks and recognition of deviations from normal development and functioning. Observations of infants and children from birth to age seven related to developmental theories. (Developmental Psychology) 5 quarter hours

LAP202 Psychology of Middle Childhood and Adolescence

Developmental tasks of children and adolescents with emphasis on socialization, learning, and cognition during middle childhood and adolescent years. Analysis, evaluation, and implications of relevant cognitive, social, and self theories and research. Case studies and observations of children from age six through adolescence. (Developmental Psychology) 5 quarter hours

LAP204 Psychology of Adolescence and Early Adulthood

Different dimensions of adolescent and early adult behavior and development, including puberty, physical and sexual maturation, intellectual development, social and cultural influences, relationship between parents and adolescents and between peers, and heterosexual relationships. Considers personal problems, including mental disorders, drug addiction, suicide, and special education. Career advancement, mate selection, and marriage are also studied. (Developmental Psychology) 5 quarter hours

LAP300 Adult Development and Learning Assessment

Study of adult development processes. Key concepts include traditional learning, experimental learning and learning style theories, adult development stage theories, and personal and professional assessment learning. Prerequisite: department or program consent. (Developmental Psychology) 5 quarter hours

LAP305 Memory and Cognition

Basic concepts in cognitive psychology, including classical and instrumental conditioning, reinforcement, generalization and discrimination of learning, memory models, memory organization and recall strategies, concept formation, problem solving, and biological limits on learning. Topics will be examined from both a traditional and an information-processing perspective. Prerequisite: one previous psychology course or consent of instructor (Cognitive Psychology) 5 quarter hours

LAP306 Theories of Personality

Introduction to various viewpoints on the nature and development of personality. Theories of various schools of psychology: Freudian and neo-Freudian, behaviorist, existentialist, biological, and social psychology. Personality

LAP307 Abnormal Psychology

Study of the problems and theories of behavior pathology, multiple factors of causation, and characteristics of disorders as described in the *Diagnostic and Statistical Manual IV*. Aspects of prevention and types of intervention and psychotherapies in various settings included. Prerequisite: one previous psychology course. (Personality/Clinical Psychology) 5 quarter hours

LAP310 Introduction to Industrial/Organizational Psychology

This course introduces students to the use of psychological theories and practice as applied to organizational problems. Topics examined will include employee selection, placement and training, job satisfaction, work motivation and performance, leadership and organizational design and development. (Organizational Psychology) Prerequisites: Two previous psychology courses. College of Management and Business students are required to have General Psychology and the consent of their advisor. 5 quarter hours.

LAP315 Life Span Development (formerly LAP203)

Examination of the biological, physical, cognitive, emotional and social personality development of humans from the prenatal period through old age. Theories of human development and relevant research examined. Skills in observation and case study included. (Developmental Psychology) Prerequisites: General Psychology (LAP100) or equivalent. 5 quarter hours

LAP320 Psychological Assessment of the Young Child - Part I

Study of observational techniques and research methods for children from birth through age six. Experiences with observing young children; interviews with children, parents, and teachers. Study of developmental expectancies in a multicultural society related to observations of children in field settings. Prerequisite: one developmental psychology course or consent of instructor. (Personality/Clinical Psychology) 2 quarter hours

LAP321 Psychological Assessment of the Young Child - Part II

Study of methods for assessment of preschool children. Analysis of selected influences. Individual case studies with observations, interviews, and assessment. Prerequisite: LAP320 (Personality/Clinical Psychology) 3 quarter hours

LAP325 Psychology of Play and Therapeutic Applications

Play across age spectrums and in differing contexts. Includes play universals, types and forms of play, theories of play, and functions of play in normative and typical development. Use of play in assessment and behavior change is studied. Other topics include methods and materials of play and the role of play in learning and development. Prerequisite: one developmental psychology course. (Personality/Clinical Psychology) 5 quarter hours

LAP340 Effective Interpersonal Relationships

Focus on dyadic and small group relationships. Examination of causes and results of types of relationships. Development of model of effective relationships and consequences. Skill development in interpersonal communication. Experiential learning. (Personality/Clinical Psychology) 3-5 quarter hours

LAP342 Interpersonal Helping Skills

Focus on the helping skills in small groups and dyads. Examination of various techniques, goals, methods, and outcomes. Extensive skill training. Prerequisite: one course in community mental health or general psychology. (Personality/Clinical Psychology) 3-5 quarter hours

LAP348 Cross-Cultural Communications

Theoretical and practical knowledge of cross-cultural psychology with emphasis on intercultural communication processes and problems caused by cultural differences. An overview of psychological and cultural factors which bring about effective interpersonal communication. Practical suggestions for improving communications skills. (Community Psychology) 5 quarter hours

LAP350 Culture and Self (Psychology of the Self)

Cross-cultural study of the self as it has been understood in the West and the East. An interdisciplinary study of the self-concept drawn from social psychological, sociological, and anthropological literature. Interpretation and enhancement strategies of the self in classroom and counseling settings, particularly for minority individuals. (Community Psychology) 5 quarter hours

LAP352 Children and Families Under Stress

Focus on important factors in society and life that produce stress on children and their families. Crisis experiences that may be included are death, divorce, hospitalization, poverty, and child abuse. (Community Psychology) 5 quarter hours

LAP401 Psychology of Learning

Survey of theories of learning including behavioristic and cognitive-developmental approaches with applications of each. Aspects of motivation and discipline also included. Traditional and innovative approaches explored. Students participate in and planned learning interactions. Prerequisite: one previous psychology course. (Experimental Psychology) 5 quarter hours

LAP402 Experimental Psychology

Introduction to the design, conduct, and analysis of psychological research. Topics include the philosophy of science, research ethics, research designs (i.e., correlational research, experiments, observational research, survey research, single-subject research); writing up research results for problems in cognitive psychology (e.g., learning, attention, memory, sensation, perception, consciousness, motivation); developmental psychology (e.g., infant, child, adolescent, and adult growth); and social psychology (e.g., attitudes, person perception, attributions, stereotypes). Prerequisites: One previous psychology course or consent of instructor. (Experimental Psychology) 5 quarter hours

LAP411 Psychology of Exceptional Children and Adolescents

Survey of children and adolescents who are mentally retarded, gifted, physically handicapped, visually or hearing impaired, or who have speech and language disorders, learning disabilities, or behavior or emotional disorders. Course includes characteristics, assessment, and intervention strategies for working with children with special needs. Prerequisite: One developmental psychology course. (Personality/Clinical Psychology) 5 quarter hours

LAP420 Social Psychology

Role of group and socio-cultural factors in the development of behaviors of individuals. Attention to group dynamics. Illustrations of how social psychologists study people and formulate theories. Empirical research by students included. Prerequisite: One previous psychology course (Social Psychology) 5 quarter hours

LAP425 Mental Health

Study of basic concepts of mental health, problems of adjustment and ways of coping with life tasks. Experiences designed to enhance self-understanding and growth, as well as interactions with others. Evaluation of different approaches in therapy. Prerequisite: one previous psychology course (Community Psychology) 5 quarter hours

LAP430 Parent Training Resources

An examination of the field of parent training/education, familiarizing the student with historical background, current theoretical viewpoints and policies, and technology for appropriate applications. Models of intervention will be explored. Related issues such as assessment, funding, and research will be investigated. Prerequisites: One course in Human Development (preferably child, middle, or adolescent) and a course in interviewing. 5 quarter hours

LAP443 Managing Interpersonal Communication

Examination of students' communication skills and patterns as they relate to being a productive member in various organizational settings. Dealing with conflict, giving and receiving constructive feedback, active listening, mentor relationships, the use of power, organizational gossip, manipulative and dysfunctional behavior in organizational settings are the key concepts. 5 quarter hours

LAP450 Human Sexuality

This course will provide the student with a survey of current views and recent research in the area of human sexuality. Emphasis will be placed on giving students a historical perspective concerning attitudes about sexuality and sexual behavior with particular consideration given to cross-cultural studies. Theoretical positions and research findings will be related to major developmental issues in the human life span and sexuality will be considered as an integral part of human relations and communication. Application will be made to the needs and concerns of teachers and human service professionals about sexual abuse and its treatment.

LAP451 Industrial Psychology

A survey of theories and methods that study organizations in search of ways to improve the functioning and human benefits in the workplace. Emphasis is placed on ways to be more productive, to increase job satisfaction among employees and to improve employee selection. Prerequisite: One previous psychology course or the equivalent or consent of the instructor. *5 quarter hours*

LAP460 Multidisciplinary Teaming with Families of Young Children

This course examines the functioning of teams consisting of parents and professionals operating in concert to deliver services to young children experiencing special needs. Students will become familiar with the varied roles of team members in assessment, planning, intervention, and interagency coordination. The course considers autobiographical approaches to understanding oneself and other team members as individuals; models of collaboration within and between service settings; team and group processes and dynamics; conflict resolution; and interagency roles, service coordination functions and responsibilities. *5 quarter hours/3 semester hours.*

LAP490 Independent Study in Psychology

A pursuit of independent study in an area of psychology by students who have elected psychology majors. Students must obtain permission from a department faculty member prior to registration. They will work under the direction of a faculty member; a paper is required for course credit. *2-5 quarter hours (may be repeated)*

LAP495 Special Topics in Psychology

This course will cover any topic or topics in the field of psychology which are not taught within the regular course offerings. A decision to teach this course will be made each time by the department on the basis of unusual and specific students' needs. Should it develop that a particular topic is needed to be taught on a fairly regular basis, then a specific course will be developed. *2-5 quarter hours (may be repeated)*

LAP499 Psychology Seminar

Seminar course that varies in content from time to time. Open to junior, senior, and graduate students in psychology with consent of instructor. *3-5 quarter hours*

LAP501 Psychological Assessment I (formerly LAP403)

Introduction to psychological evaluation, familiarizing the student with different assessment procedures, including categories of tests, observations and implications. Several tests are examined in class, demonstrating standardized administration and the importance of controlling anxiety and establishing rapport with the individual being tested. Importance of the referral question and report reading will be stressed. Prerequisite: one previous psychology course. (Personality/Clinical Psychology) *5 quarter hours*

LAP502 Psychological Assessment II — Intelligence

Assessment of the cognitive abilities utilizing standardized tests including the Wechsler Intelligence Scale for Children III and the Stanford-Binet in a life span perspective. Administration, scoring, and interpretation will be stressed. Sources of bias and consequent limitations will be presented. (Human Development/Health) *5 quarter hours/3 semester hours*

LAP503 Psychological Assessment III — Personality

Presentation, demonstration and experience in the various modes of personality assessment. Standardized objective tests will be covered. Emphasis will be placed on the psychometric and personality theories underlying assessment. Sources of bias will be discussed. Administration, scoring and interpretation of these tests will be presented. Prerequisites: graduate standing or senior psychology major and departmental permission. LAP501 and at least one previous personality course is required. (Personality/Clinical Psychology) *5 quarter hours/3 semester hours*

LAP504 Psychological Foundations and Systems

Students will be introduced to major issues concerning the growth and development of psychology from the late 19th through the 20th centuries. Emphasis will be placed on the relationship between developments in psychology and those in the social and natural sciences as well as medicine. The philosophical foundations of psychology will be explored and major schools — psychoanalysis, behaviorism, cognitive/constructivist positions — will be compared and contrasted. (Human Development/Health) *5 quarter hours/3 semester hours*

LAP505 Advanced Abnormal Psychology (formerly LAP404)

Advanced seminar investigating current theoretical and applied questions related to various aspects of abnormal psychology, including anxiety, personality, sexual, childhood and affective disorders, substance abuse, mental retardation, autism, schizophrenia, and selected topics related to therapeutic intervention. Students will analyze issues in abnormal psychology found in the scientific and popular literature and in case studies of abnormal behavior. Prerequisite: One previous course in abnormal psychology and graduate standing; one course in community mental health recommended; senior standing with permission of department. (Personality/Clinical Psychology) *5 quarter hours*

LAP506 Advanced Human Development

A study of the biological, physical, cognitive, emotional, social and personality development of humans from birth through death. Emphasis will be placed on research methodology, including interview and traditional psychological assessment. Normal and pathological aspects of the aging process will be explored. The concepts of prevention and postponement will be incorporated. Prerequisite: seniors with two previous psychology courses and consent of department or graduate standing. (Developmental Psychology) *5 quarter hours*

LAP507 Theories of Cognitive Psychology (formerly LAP406)

Course will introduce and compare current views of cognitive psychology. Will examine theoretical models explaining cognition. Consideration will be given to the genetic approach; to the construction of knowledge (Piaget); to the relationship between language acquisition and cognitive activity (Vygotsky); to the development of moral and ethical principles (Kohlberg). Course will analyze theoretical models of the information processing approach (Sternberg) and will examine the social and developmental aspects of cognition. Prerequisite: junior, senior or graduate standing and one previous course in general psychology, human development or psychology of learning. (Cognitive/Experimental Psychology) *5 quarter hours*

LAP508 Interpersonal Development

This course examines contemporary cognitive developmental, ego developmental and psychoanalytical object relations stage theories of interpersonal development. The psychological and philosophical antecedents of these theories will be presented. Assumptions and issues related to the philosophical concepts of unity/duality; psychological isolation of thought, feeling and action; and societal considerations related to autonomy/community will be pursued. (Human Development) *5 quarter hours/3 semester hours*

LAP509 Advanced Social Psychology

An advanced study of individual behavior in groups. The major theories of persuasion, group dynamics and role behavior will be examined. Students will design and conduct research with the major theories as guideposts. Prerequisite: Senior or graduate standing. Two previous undergraduate psychology courses. (Social/Community Psychology) *5 quarter hours*

LAP510 Advanced Personality Theory

Critical study of main theoretical and substantive trends in contemporary personality theory. Research and issues in current theories. *5 quarter hours/3 semester hours*

LAP511 Infancy

This course enables students to acquire knowledge of typical and atypical infant development. Knowledge concerning basic and developmental patterns in the areas of cognitive, social/emotional, communication and motor development will be presented. The infant's emerging capacities for engagement in relationships and learning experiences will be examined. The effects of social, cultural, and interpersonal environments on infant development will also be examined. (Human Development) *5 quarter hours/3 semester hours*

LAP512 Cross-Cultural Perspectives in Mental Health

Course content will involve an exploration of historical and cross-cultural trends and movements in the development of the construct of mental health and mental health maintenance. Current models of mental health will be compared and the role of cultural variables in determining their content and structure will be considered. Models of psychotherapy and other modes of personality development and change will be reviewed. Current trends in community mental health research will also be considered. Prerequisites: Senior or Graduate standing, two previous psychology courses. *5 quarter hours*

LAP515 Advanced Culture and Self

Course content will involve a survey at an advanced level of the major theories of personality where the construct of the self is an essential feature. The development of these theories in the context of Western culture will also be considered. Basic principles of human development will be reviewed in a cross-cultural context and students will be assisted in comparing biographical with empirical-objective approaches to the study of personality. (Cultural) *5 quarter hours/3 semester hours*

LAP517 Psychological Statistics, Design and Analysis

An introduction to students and research workers in psychology to the concepts and applications of statistics. Emphasis is placed on the analysis and interpretation of data obtained from the conduct of experiments. Students and workers in other branches of behavioral and biological science may also find this course helpful. Skill in algebra is necessary. This course attempts not only to introduce the student to the practical technology of statistics, but also to explain in an often intuitive way the nature of statistical ideas. Prerequisites: Senior or Graduate standing, two previous psychology courses. *5 quarter hours*

LAP520 Biological Bases of Behavior

An examination of the basic biological systems and their relationship to behavior. Particular emphasis will be given to the central nervous system, autonomic nervous system, neuroanatomy, and the endocrine system. Changes throughout the lifespan and the effects of various kinds of impairment will be stressed. (Health) *5 quarter hours/3 semester hours*

LAP525 Psychology of Artistic Expression

Course content will involve the exploration of the relationship of personality variables and other psychological factors to the development of creative potential and the capacity for artistic expression. Emphasis will be placed on the interrelationship between artistic movements and trends in the 20th Century and parallel developments in psychology and the social sciences. Both psychoanalytic and cognitive approaches to the study of creativity will be reviewed and related to the role of the artist in contemporary cultural trends. (Cultural) *5 quarter hours/3 semester hours*

LAP530 Health Psychology

Emphasis on the shift from the biomedical model to the biopsychosocial model to understand the various influences on health and illness. The mind-body relationship will be explored via current research. The minimization of risk and promotion of health, including health lifestyle, prevention, maintaining compliance with appropriate regimens such as medication or exercise and diet will be explored. Lifespan considerations will be included. (Health) *5 quarter hours/3 semester hours*

LAP535 Psychopharmacology

Develop familiarity with the basic mechanisms of drug transport within the body, including neuroanatomy, the autonomic and central nervous systems. Major classifications of psychoactive drugs as well as over the counter drugs and non-controlled substances. Lifespan considerations for indications /contraindications and use/abuse at various ages. (Health) *5 quarter hours/3 semester hours*

LAP540 Abnormal Psychology of Aging

The purpose of this course is to assist the student to apply the principles of abnormal psychology to specific pathologies common among older adults. The course will begin by examining the difference between normal and abnormal aging. It will then continue by addressing such issues as depression, organic brain syndrome, anxiety, paranoia, and hypochondria. The student will explore the issues of accurate diagnosis and treatment. Particular emphasis will be placed on the proper identification of the DSM-IV category. Discussion will also include treatment possibilities for each diagnosis. Prerequisite: HSG545. *5 quarter hours/3 semester hours*

LAP543 Advanced Interpersonal Relationships

Small organizational groups outside of the family are the emphasis of this course. Social, occupational and leisure groups are studied with the concern of developing more effective relationships within the group. Small group theories are studied and applied. The psychological focus of the course is the development of each individual within the small group to maximize each person's development as they relate to others in groups. (Organizational) *5 quarter hours/3 semester hours*

LAP545 Pain Management

The biological mechanisms of pain will be presented. The interaction with the brain and higher cortical functions with emphasis on personal differences in pain response will be stressed. Medical and psychosocial treatment of pain will be emphasized with exploration of biofeedback, autogenic training, progressive relaxation training. Development of treatment plans for pain management. (Health) *5 quarter hours/3 semester hours*

LAP550 Advanced Industrial Psychology

An indepth study of organizations and the human factors involved in contemporary business practices. The course emphasizes employee production, job satisfaction, employee assessment and motivation. Major problems are dealt with in

the course including conflict, harassment and low incentives. Practical use of updated psychological methods are included. (Organizational) *5 quarter hours/3 semester hours*

LAP595 Special Topics in Psychology

This course will cover any topic or topics in the field of psychology which are not taught within the regular course offerings. A decision to teach this course will be made each time by the department on the basis of unusual and specific students' needs. Should it develop that a particular topic is needed to be taught on a fairly regular basis, then a specific course will be developed. *5 quarter hours/3 semester hours*

Social Science**LAS105 Introduction to Sociology**

An introduction to concepts and theories of sociology with emphasis on social structure, culture, stratification, minority status, social institutions, and the tools of sociology. *5 quarter hours*

LAS110 Introduction to Cultural Anthropology

Overview of anthropology with emphasis on the concept of culture, family and kinship systems, language, belief systems, political organization, patterns of subsistence and economic systems. Non-Western cultures. *5 quarter hours*

LAS115 Introduction to Economics

Survey of the principles of economics of the individual, the business firm, and the nation with emphasis on supply and demand, national income analysis, and the circular flow of the economy. Both theory and practical applications are integral parts of the course. Ideas of great economists, past and present, are explored. *5 quarter hours*

LAS120 Introduction to American Politics

Survey of American national political institutions and values: the design of our Constitution; political parties; interest groups, lobbying, and campaign finance; Congress and the presidency; the political role of the media; and the role of the courts in protecting liberty and defining rights. *5 quarter hours*

LAS125 Consumer Economics

This course will analyze economics for consumers. Emphasis will be placed on rational economic behavior, including but not limited to managing personal income, interest rates options, finance options, stock market operations, credit cards, health care options, insurance and banking. Prerequisite: LAM110 or equivalent. *5 quarter hours*

LAS130 Internet for Economics

This course introduces students to the internet or the Information Superhighway. Students will learn how to use telecommunications to access information that is useful for making informed and reasoned decisions regarding economic issues. Emphasis will be placed on learning where and how to access and use economic information effectively and efficiently from consumer, industrial, and government resources. *5 quarter hours*

LAS200 United States History and Culture: 1492-1828

Survey of colonialism and the roots of American political and economic institutions and values, slavery and racial values, the Revolution, and issues of early nationhood. *5 quarter hours*

LAS201 United States History and Culture: 1828-1898

Survey of the period leading up to and following the American Civil War: continental expansion; slavery, sectionalism and the Civil War; the effects of industrialization, urbanization, and immigration; populism and Social Darwinism. *5 quarter hours*

LAS203 United States History and Culture: 1898 to the present

Survey of significant domestic and foreign policy developments of the twentieth century: Progressivism; the emergence of the U.S. as a global power; World War I and II; immigration and labor issues; the Depression; the civil rights movement and the urban crisis. *5 quarter hours*

LAS240 Human Origins

Introduction to major topics in physical anthropology and archeology, including theories and processes of biological and cultural evolution of the human species and the theories and methods of uncovering evolutionary processes. *5 quarter hours*

LAS250 Macroeconomics

This course is an analysis and study of the economy in the aggregate or total sense—all markets taken together. Emphasis will be on contemporary issues such as unemployment, inflation, the business cycle, fiscal and monetary policy, the role of money, financial institutions, government operations, the stock market, gross domestic product, national income and the corporate world. Prerequisite: LAM110 or equivalent. *5 quarter hours*

LAS253 Urban Economics

This course provides an understanding of local governments, for example, municipalities, school districts, city and suburban library boards, and park district boards. It looks at different ways these governments influence economic life by taxing, spending, and regulating. Students will learn how each of these activities affects various groups in the population and how people's perception and evaluation of local governments is shaped by the way public officials and members of the media communicate information about them. Prerequisite: None. *5 quarter hours*

LAS255 Microeconomics

This course is an analysis and study of economic behavior of the individual unit, i.e., the firm and the rational consumer. Microeconomics principles addressed include decision making of the firm, the household, labor, international trade, education and poverty. Special emphasis will be placed on the theory of supply and demand. Prerequisite: LAM110 or equivalent. *5 quarter hours*

LAS300 Contemporary World Cultures

Comparative cross-cultural study of three selected nations representing different areas of the world. Investigation of varying ideological, political, social, and economic factors. At least two of three nations covered are non-Western. Prerequisite: Introductory social science course. *5 quarter hours*

LAS301 Western History and Culture to 1650

Pre-Western inheritance from the Near Eastern cultures and Greco-Roman world; the transition to the Middle Ages; the development of the medieval institutions and values and their decline during the periods of the Renaissance and Reformation. Prerequisite: Introductory social science course. *5 quarter hours*

LAS302 Asian History and Cultures

Early history, Western impact, and contemporary affairs in eastern and southern Asia; Chinese culture and its diffusion; modernization of Japan; nationalisms of the Indo-Pakistan subcontinent; twentieth-century South East Asia. Prerequisite: Introductory social science course. *5 quarter hours*

LAS303 Sub-Saharan African Cultures

Historical and contemporary affairs in Africa south of the Sahara, indigenous culture areas, types of colonialism and acculturation, economic and political development, independence movements. Prerequisite: Introductory social science course. *5 quarter hours*

LAS304 Middle and South American Cultures

Backgrounds in contemporary affairs in Middle South America, pre-Columbian culture area, colonialism, varieties of peoples, political and socioeconomic trends. Prerequisite: Introductory social science course. *5 quarter hours*

LAS305 Western History and Culture since 1650

Impact of Renaissance and Reformation and the emergence of modern European institutions and values to the present. Prerequisite: Introductory social science course. *5 quarter hours*

LAS306 Marriage and Family

Different family organizations around the world, marriage patterns of the past and present, diverse life styles, changing sex roles, husband and wife relationships, family planning, divorce. Prerequisite: Introductory social science course. *5 quarter hours*

LAS307 History of Economic Thought

In this course students will explore the history of economics from the early to contemporary times. Emphasis will be placed on the ideas of Adam Smith, Karl Marx, John Maynard Keynes and Milton Friedman. Inquiry into the past will help students understand present forms of economic organization. Prerequisite: sophomore standing or consent of department. *5 quarter hours*

LAS310 International Relations

Introduction to current international topics with focus on the problem of war, conflict in the Middle East, national security and United States-Soviet relations, and the United States' role as a world economic power; the emerging global society and changing role of the United States in the international system. Emphasis on the skills and knowledge of the "globally literate" citizen. Prerequisite: 100-level social science course. *5 quarter hours*

LAS311 Racial and Ethnic History and Culture

The cultural complexity of the city; the old immigration; rural, racial and non-European groups; adjustments to the urban setting; social segregation and discrimination. Prerequisite: Introductory social science course. *5 quarter hours*

LAS313 The Metropolitan Community

The nature and development of cities; social and political history of Chicago's ethnic groups; theories of urban relationships; suburban development; social stratification and power; social morality; bureaucratic organization; machine politics, community control and community organizing. Prerequisite: 100-level social science course. *5 quarter hours*

LAS315 World Economics

This course presents a comprehensive, up-to-date, and clear view of the theory and practical principles of world economics that are essential for understanding, evaluating and suggesting workable solutions to the important economic problems and contemporary issues facing the United States and the rest of the world. Prerequisites: LAS250 or LAS255 or equivalent. *5 quarter hours*

LAS320 Illinois and U.S. Constitution

Designed as a review of the Illinois and U.S. constitutions. The course will review the history of each constitution, the principles and basic concepts including articles and amendments and modern applications and issues as they relate to the constitution. The student will have three opportunities to pass a test and demonstrate the competencies for each constitution. Prerequisite: Introductory social science course. *1 quarter hour*

LAS325 Economic Forecasting

This course focuses on the application of the most commonly used quantitative and nonquantitative models for developing economic forecasts and dealing with current, real-world forecasting issues and problems. Topics include the uses, importance, limits, and problems of statistical models and intuition in economic forecasting. Prerequisites: LAM216 or LAS350 and LAS250 or LAS255. *5 quarter hours*

LAS330 Cultural Influences in the Workplace

This course examines the relationship between culture and the world of work. Specifically, students will examine the concepts of race and ethnicity and how the United States, especially in the area of work, has been shaped by the values and life experiences of different ethnic groups and nationalities. Prerequisite: Department or program consent. *4 quarter hours*

LAS331 Dynamics of Group Behavior

This course is a study of group behavior and the effect group functioning has upon organizational effectiveness. Emphasis is placed on the basics of group behavior, principles of group dynamics, problem solving, decision making, diagnosing and resolving conflict in groups, and managing and facilitating meetings. Prerequisite: Department or program consent. *4 quarter hours*

LAS335 Applied Econometrics

This course focuses on the systematic development of operational tools, techniques, and application of econometrics that are critical to conducting, evaluating, or understanding real-world econometric studies. Topics include the theory, methods, and application of mathematical and statistical analysis to economic issues. Prerequisites: LAM216 or LAS350 and LAS250 or LAS255. *5 quarter hours*

LAS340 Native Americans

Introduction to historical, ethnographic and contemporary perspectives on native cultures in North America, including aspects of traditional culture, impact of contact with Europeans, and the cultural and social issues facing Native Americans today. Prerequisite: 100-200 level anthropology course. *5 quarter hours*

LAS341 Comparative Ethnographies

Anthropological studies representing diverse cultures and theoretical viewpoints are compared to gain a broad understanding of the nature of the field experience and the ways in which anthropologists' own beliefs and feelings influence ethnographic research and the presentation of their field studies. Prerequisite: 100-200 level anthropology course. *5 quarter hours*

LAS342 Folklore

Surveys theories of folklore and methods of folkloristics, with emphasis on comparing folklore cross-culturally in the oral and literary traditions of both preindustrial and contemporary societies; examines folklore genres, including myths, legends, fables, proverbs, jokes, riddles, folk speech, verbal art, and folk songs. Prerequisite: 100-200 level anthropology course. *5 quarter hours*

LAS345 Labor Economics

An analysis of the history, structure and functions of American labor. The rise and decline of unionism and the evolution of unions from legislative and judicial perspectives. The rise of the global economy and its implications for labor relations world-wide. Prerequisites: LAS250 or LAS255 or equivalent. *5 quarter hours*

LAS350 Statistics for Economics

This course provides students with practical and versatile statistical tools and methods necessary to make rational decisions in the context of substantive, up-to-date, real world economic issues and problems. Topics include basic and more advanced statistical methods to measure and understand economic behavior and changes over time. Prerequisites: LAM216 and LAS250 or LAS255. *5 quarter hours*

LAS405 Social Problems

Through a multidisciplinary approach using concepts drawn from sociology, anthropology, political science, economics, psychology, and history, students will explore the dimensions and interconnectedness of social problems primarily in the United States. Ways to remedy these problems will be addressed. Prerequisite: Recommended introductory Social Science course. *5 quarter hours*

LAS410 Internship in Applied Economics

This course provides practical experience with a nonprofit, corporate, or government organization relevant to a student's career goals in the field of applied economics. Students apply what they have learned in their courses, with the guidance of a faculty-sponsor, to develop a plan for solving an economic problem or capitalizing on an economic opportunity for their clients. Prerequisites: Senior standing in major or consent of department. *5 quarter hours*

LAS415 Issues in Quantitative Economics

This course provides students with an opportunity to reflect systematically about the appropriateness and the limitations of quantitative economic analysis and reasoning methods for the understanding of current socio-economic issues and problems. Topics include the practical and theoretical limits of economic models for understanding the complexities of actual human behavior and an exploration of alternative approaches. Prerequisites: Junior standing in Applied Economics major. *5 quarter hours*

LAS420 Social Theory

This course is a survey of the development of social theory from the classic tradition to post-modernism. The legacy of the Enlightenment, the emergence of the scientific study of society, the classic tradition and contemporary social theories will be examined. Theories of social structure and social agency extending from class, ideology, division of labor and bureaucracy to phenomenological insights of knowledge will be studied. Prerequisites: 100-200 level Social Science course. *5 quarter hours*

LAS426 Multicultural Dimensions

Cultural diversity as it affects issues, policies and the quality of life. *5 quarter hours*

LAS430 Economic Issues in Global Perspective

Students examine economic concepts and apply them to issues in global economies. Prerequisites: Previous courses in the Applied Behavioral Sciences sequence. *5 quarter hours*

LAS431 Managerial and Supervisory Behavior

In this course students will explore various aspects of managerial and supervisory behavior as it relates to everyday life. Emphasis is placed on practical applications of behavioral science research findings in the areas of motivation, decision making, problem solving and employee development. Prerequisite: Admission to the Applied Behavioral Sciences Program. *5 quarter hours*

LAS435 Senior Seminar: Integrating the Applied Behavioral Sciences

Students review and reflect on key concepts learned throughout the program, integrating these concepts for future personal and professional applications. *2 quarter hours*

LAS440 Anthropological Linguistics

Survey of the concepts, methods, and historical foundations of anthropological linguistics, with an emphasis on language, culture and cognition; language variation: dialects, nonstandard forms of language and code switching; speech acts and the ethnography of communication; interethnic communication; discourse strategies; and literacy. Prerequisite: 100-200 level anthropology course. *5 quarter hours*

LAS441 Urban Anthropology

Cross-cultural perspectives on the evolution of urban life, the nature of the city, and the ways in which anthropological concepts of cultural diversity and ethnicity, ecology, adaptation and change, and folklore are applied to modern society. Prerequisite: 100-200 level anthropology course. *5 quarter hours*

LAS442 Anthropology of Gender Roles

Comparative perspectives on the nature and meanings of gender in a range of human societies, including perceptions of biological differences and sexual inequality; economic, political, symbolic and aesthetic aspects of culture and gender. Prerequisite: 100-200 level anthropology course. *5 quarter hours*

LAS445 Evolution of the American Economy

An analysis of the evolution of the American economy with emphasis on structure and performance from 1492 to present. Analysis will include demographic, technical, social and economic changes. Selected themes, periods and economic systems will be explored including colonialism, slavery, civil war, unionism, the Great Depression, industrial revolution, corporate and global capitalism. Prerequisites: LAS250 or LAS255 or equivalent. *5 quarter hours*

LAS449 Cross-Cultural Fieldwork

Survey of the techniques and procedures cultural anthropologists use in gathering and presenting ethnographic data and their perceptions of the fieldwork experience. Prerequisite: 100-200 level anthropology course. *5 quarter hours*

LAS490 Social Science Independent Study

An opportunity for students in the social science concentration to engage in independent research and writing on specialized topics with the approval of the faculty. Prerequisite: advanced standing. *2-5 quarter hours*

LAS495 Social Science Special Topic

A social science offering of special interest to be studied in depth. May be registered for more than once, since topic varies each term. *2-5 quarter hours*

LAT310 Advanced Stagecraft

An advanced stage craft course dealing with specialized construction techniques, materials, and technology. Specialized painting for the stage is also explored. Full scale theatre productions are scheduled concurrently, enabling students to put theory into practice. Prerequisites: LAT220 and LAT230. *5 quarter hours*

LAT312 Theme-Oriented Drama

This participation class in creative drama focuses on the design and implementation of theme-oriented drama. Course culminates with students constructing and leading dramas with class participants. *5 quarter hours*

LAT313 Lighting Design

The study of scenic lighting design placed in a historical and artistic context. Provides extensive background in the study of color, light, and technical instrumentation. Students help to design mainstage productions. Culminates in final student-generated light design project. Prerequisites: LAT220 and LAT230. *5 quarter hours*

LAT314 Scenic Design

The study and practice of stage scenic design placed in a historical and artistic context. The history and evolution of the physical stage and scenic convention serve as the foundation for this course which culminates in student-generated scenic design projects. Prerequisites: LAT220 and LAT230. *5 quarter hours*

LAT315 Costume Design

The study and practice of stage costuming placed in a historical and artistic context. The history and evolution of fashion design serve as the foundation for this course. The study of line, color, and texture culminates in a student-generated costume design project. Prerequisites: LAT220 and LAT230. *5 quarter hours*

LAT316 Advanced Children's Theatre

Students observe and evaluate activities used in the Demonstration School; participation will often be requested. The philosophy, techniques, and materials of creative dramatics are discussed and developed in class. *5 quarter hours*

LAT317 Playing Shakespeare

Stemming from the work of John Barton and the Royal Shakespeare Company, this course is designed to help students bring Shakespeare alive through performance. Focuses on Shakespeare's internal, dramatic, and literary craftsmanship. Prerequisite: LAT221. *5 quarter hours*

LAT320 Storytelling and Story Theatre

Students will learn to unify the telling of stories through the spoken word and theatrical convention. A studio course designed to sensitize students to the dramatic components of a story while empowering them to bring it to life. May be used as a Humanities elective. *5 quarter hours*

LAT322 Music Theatre

Study of the dominant forces in the development of the American Music Theatre. Devoted primarily to the study of the music as the heart of this genre, this studio course involves learning and performing classic songs and dances from music theatre repertoire. Prerequisite: LAT220. *5 quarter hours*

LAT324 Minority Theatre

The study of major western plays written by minority playwrights in a historical and contemporary context. Will focus largely on common minority social issues as represented in modern and contemporary dramatic literature. Prerequisites: LAT220 and LAT221. *5 quarter hours*

LAT325 Use of Computer in Theatre Production and Management

Practical usage of computer software designed to supplement all aspects of production, including scenic light and costume design, budget and box office management. Also involves a software design component. Prerequisites: LAT220 and LAT230. *5 quarter hours*

LAT326 Women in Theatre

An examination of the role of women in the theatre, placed in an historical and contemporary context. Largely a survey course focusing on plays by, for, and about women. Prerequisites: LAT220 and LAT221. *5 quarter hours*

LAT330 Theatre History and Literature I

A comprehensive survey of the history of the theatre as examined through the aid of plays and background materials. Aspects of the theatrical production of each period discussed, as well as trends in production traced from the origin of theatre to the Renaissance. Prerequisite: LAT220. *5 quarter hours*

LAT332 Modern Drama

A continuation of the history of the theatre and drama. Representative plays from America, Britain, and the Continent of the last 125 years studied, with emphasis on the various types of dramatic structure. Human situations of concern to the dramatist, as well as social, political, and psychological trends of the 20th century discussed. *5 quarter hours*

LAT333 Stage Directing

Study of the art of stage directing includes advanced script analysis and preparation, character analysis, and staging techniques. A studio course culminating in student-directed one-act plays. Prerequisite: LAT220, LAT230 and LAT221 or consent of instructor. *5 quarter hours*

LAT401 Studio Production

Students direct, rehearse, produce, and present a final one-act play before a live audience in concert with fellow classmates. Students work throughout the term to develop skills as actors, coaches, and directors. *5 quarter hours*

LAT410 National Children's Theatre Co./Production
LAT411 National Children's Theatre Co./Touring
 Spans the work of two quarters. First quarter, students rehearse a Children's Theatre production while supporting the technical production staff. Second quarter involves touring production to area grade schools. Critique and analysis sessions follow performances. Prerequisites: LAT220 and Audition; LAT410 a prerequisite to LAT411. *0-5 quarter hours*

LAT412 National Puppet Co./Production
LAT413 National Puppet Co./Tour
 This practicum spans the work of two quarters. The first quarter, students write, design and build a puppet show in preparation for live performance. The second quarter, students tour this original puppet show. Critique and analysis of sessions follow performances. Prerequisites: LAT220; LAT412 a prerequisite to LAT413. *0-5 quarter hours*

LAT430 Theatre History and Literature II
 A comprehensive survey of the history of the theatre as examined through the aid of plays and background materials. Aspects of the theatrical production of each period discussed, as well as trends in production traced from the Renaissance to the present. Prerequisites: LAT220 and LAT330. *5 quarter hours*

LAT435 Dramatic Theory and Criticism
 A survey of the basic theories and analyses of the major traditional dramatic genres from ancient to modern times. This course features reading and discussion to examine the larger theoretical issues related to drama as both literature and theatrical experience. Prerequisites: LAT220, LAT330 and LAT430. *5 quarter hours*

LAT440 Professional Communication
 This course is designed to present an indepth examination of the communication process which involves theoretical perspectives, interpersonal communication and communication in the workplace. *3-4 quarter hours*

LAT470 Communication Arts Internship I
 This internship provides the student an opportunity to participate one half-day per week throughout one complete term in a planned sequence of roles and activities related to an on-the-job experience. The student's personalized program is planned and guided by the College supervisor in conjunction with the field-site cooperating supervisor. *10 quarter hours*

LAT471 Communication Arts Internship II
 This internship provides the student an opportunity to participate a full day throughout the term in a planned sequence of roles and activities related to an on-the-job experience. The student's personalized program is planned and guided by the College supervisor in conjunction with the field-site cooperating supervisor. *15 quarter hours*

LAT490 Theatre Arts/Independent Study
 Working closely with theatre faculty, students may pursue independently an accepted area of study within the spectrum of theatre arts. *1-6 quarter hours*

LAT495 Theatre Arts/Special Topic
 A theatre arts offering of unique and special current interest. Students may register for this course more than once, since topic varies each term. *1-6 quarter hours*

Music

LAU110 Introduction to Music
 Introduction to the basic elements of music and the use of musical components in the style periods of Western Music. The course will focus on increasing musical perception and the development of analytical listening skills. *2 quarter hours*

LAU205 Musicianship I
 Development of listening, sight-singing and keyboard skills. Course will include the study of melodic and rhythmic notation, scales, key signatures, rhythmic patterns and melodic and harmonic exercises through written and aural exercises.

LAU210 Music Theory
 Development of skills required to interpret the relationship between musical elements in any composition. Course will include the in-depth study of musical notation, melody, rhythm, voice leading, harmony and form. Prerequisites: LAU110 and LAU205. *5 quarter hours*

LAU211 Performance Ensemble - Chorus
 A course requiring no musical background, except for the desire to sing with a committed group of singers. Focus will be on learning to blend voices and on strengthening vocal and aural skills. *1 quarter hour*

LAU300 Applied Music—Individual Instruction
 Individual or group instruction in voice, instrument or musical theatre. Proficiency in Applied Music is judged on an individual basis through recital performance at term end. Students may register for this course more than once. *2-5 quarter hours*

LAU310 Guitar, Recorder, and Classroom Instruments
 Students will explore rhythm and melody instruments for use in the classroom. Instruments of many world cultures will be discussed, played and constructed by students. Prerequisites: LAU110 and ELE224. *5 quarter hours*

LAU315 Popular Music and American Culture
 A course examining the many styles of American popular music and the ways in which this music expresses the cultures of its audiences. Issues such as the industrialization of popular music, political communication through music and the identification of subcultural groups through music will be discussed in depth. *5 quarter hours*

LAU320 History of Music I
 Upper division seminar investigating music of the Baroque, Classic and early Romantic periods. Emphasis on changes in stylistic implementation of musical elements by composers such as Monteverdi, Purcell, Bach, Handel, Haydn, Mozart, Beethoven and Schubert. Prerequisites: LAU110, LAU210.

LAU495 Music Special Topic
 A music offering of special interest in an area of music, including but not limited to music theory, individual instruction, music education, music history and literature or current issues in music performance. Students may register for the course more than once as the topic may vary each term. *2-5 quarter hours*

LAU499 Music Seminar
 This course will cover any topic in the field of music not taught within the regularly scheduled courses. Offered by decision of the department, Music Seminar represents the opportunity for students to pursue an in-depth exploration of music in an area of performance interpretation, musicology, music theory, pedagogy or music education.

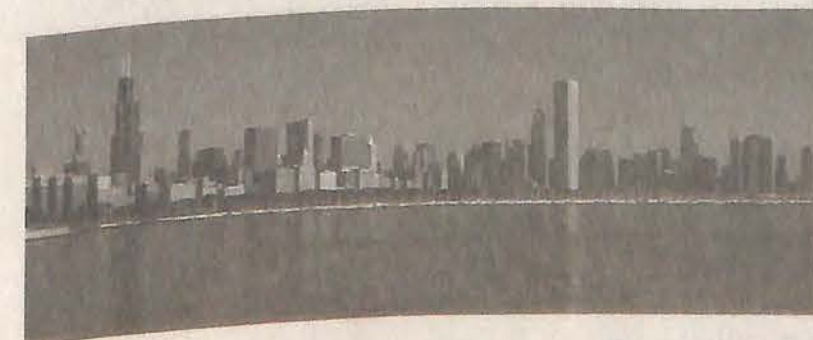
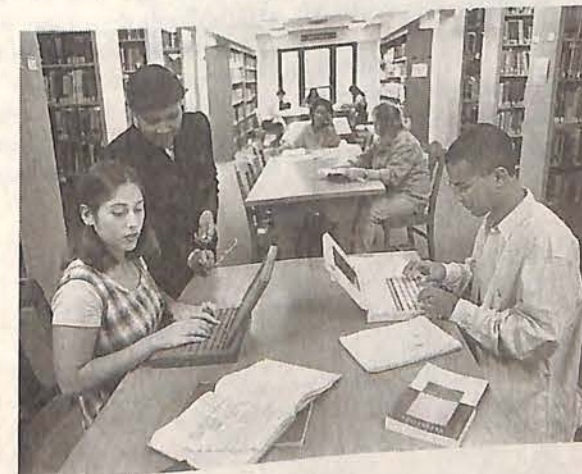
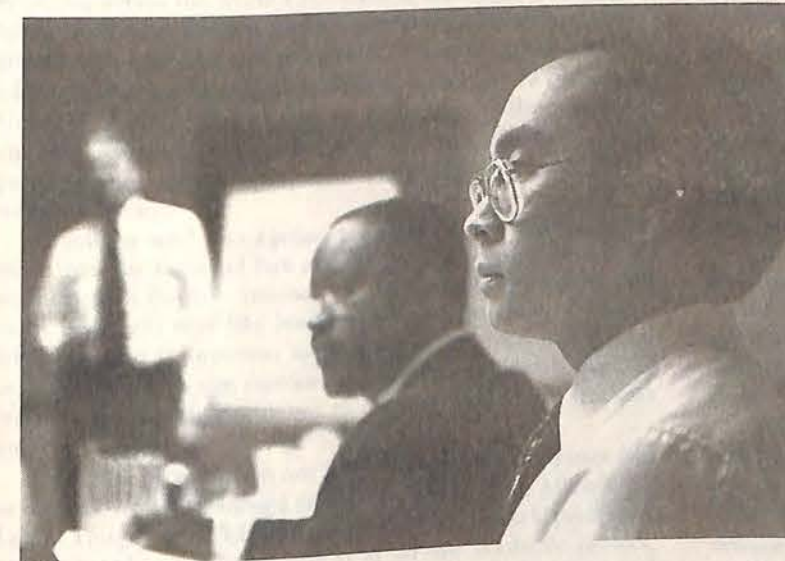
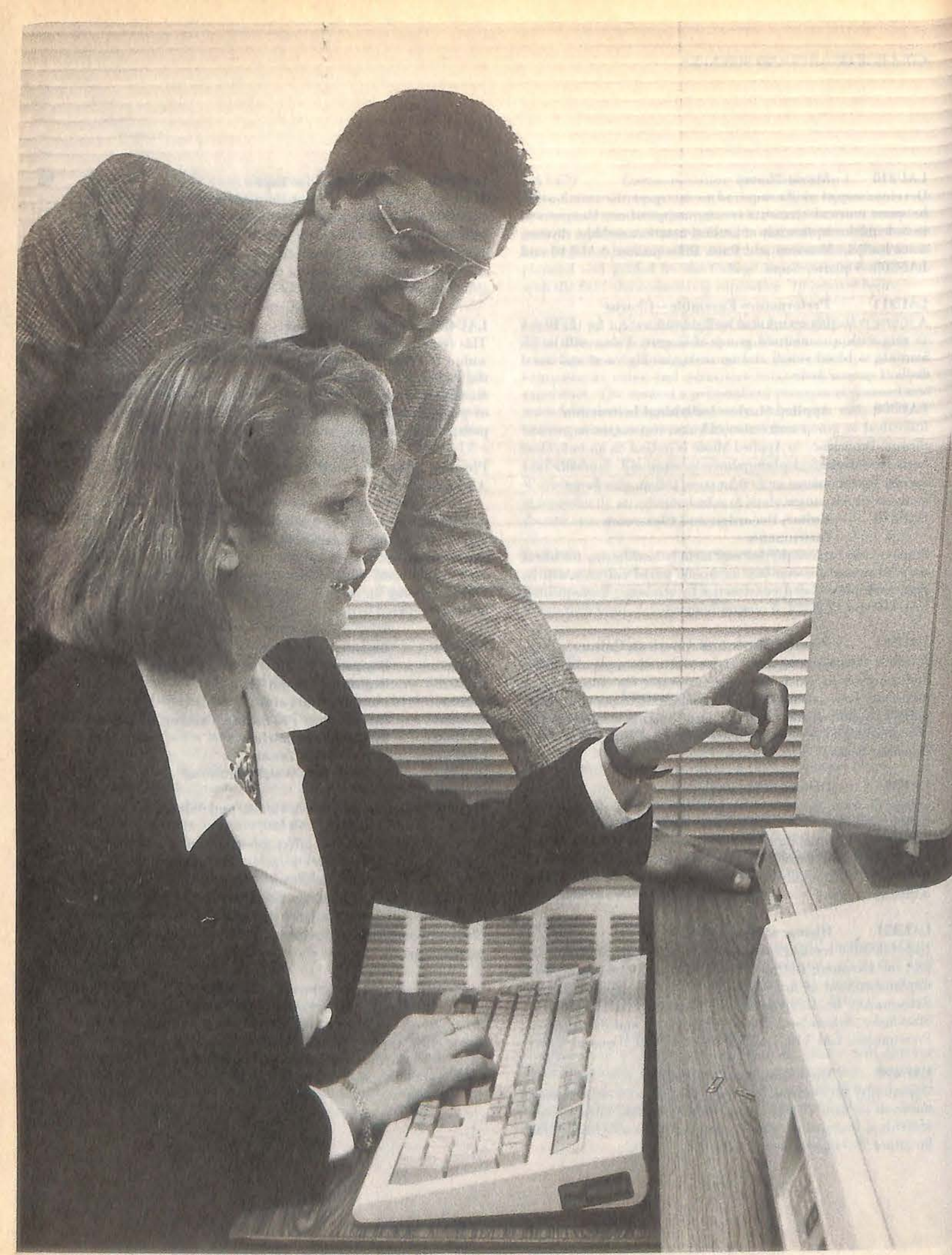
Physical Education Activities

All 1 quarter hour

Although National-Louis University does not have a formally organized Physical Education Department it does recognize the value of Physical Education as a part of the college experience. Accordingly some Physical Education courses are offered each year depending on student demand. Some of the courses that have been offered in the past are:

PEA014 Beginning Bowling
PEA026 Beginning Tennis
PEA028 Beginning Weight Training
PEA034 Fundamentals of Basketball
PEA058 Independent PE: Biking, Fencing, Skating
PEA062 Intermediate Bowling
PEA068 Intermediate Tennis
PEA070 Intermediate Weight Training

PEA101 The Science of Health and Nutrition (Formerly LAR120)
 Exploration of factors that affect growth, development and the disease process. The inter-relationship between heredity, lifestyle choices and environment is examined and applied to personal lifestyle.



Do not expect business as usual from National-Louis's College of Management and Business. Vast changes are sweeping across the world's economies, creating undreamed of opportunities yet dangers for the unprepared. Smart businesses, government agencies, and non-profit corporations know that an educated and highly skilled workforce is the key to prosperity. General abstract knowledge or technical brilliance is not enough. Knowledge workers need to work effectively with people and be able to apply their knowledge to practical real-world problems.

Business and management schools must respond with more than the same old fare and we do. We prepare knowledge workers with flexible, innovative, high-quality programs that meet practical real-life learning needs. Further, we work with specific industries, associations, or even individual organizations to design customized programs tailored to specific learning needs. That adds up to excellent value for students and their employers.

We offer programs on our four Chicago area campuses and at our full-service academic centers in Washington, Atlanta, St. Louis, Tampa, and Orlando. Full-time tenure track professors are stationed at campuses and at all of our academic centers, communicating with modern telecommunications and computers. We also offer classes right on corporate sites. Few universities can match the flexibility, the nationwide access, or the expertise with the innovative programs of National-Louis University's College of Management and Business.

The new knowledge workers are increasingly diverse with more women, older workers, and minorities of race, religion, and national origin — workers that deserve a fair shot at the

American dream. The College of Management and Business is a college of opportunity for these students. For example, we work closely with the Language Institute of the College of Arts and Sciences to provide access for students who have just mastered the English language. We also offer special courses and programs for women and minority managers.

Our professors are selected for their teaching skills and practical experience as well as their academic credentials. Classroom learning is practical yet relevant with a sound grounding in theory. In place of stuffy lectures, our professors use large scale simulations, management assessment centers, actual case studies, and other sophisticated techniques so that learning can be practiced and then applied back on the job. Individual attention and honest feedback help each student grow as a skilled, thoughtful and humane professional — a knowledge worker who knows how to work with people and get things done.

Our professors are prized for their practical work as consultants, tackling everything from the privatization of food processing companies in Poland to improving the management information systems of a U.S. insurance giant. Yet they are also recognized for their scholarship and present their findings nationally and internationally. The full-time faculty is blended with a strong cadre of adjunct professors who bring insight on the latest and best contemporary practice to our students.

So do not expect business as usual. National-Louis University's College of Management and Business is the place where knowledge workers prepare to assure our nation's future prosperity. We invite you to join us as partners in an education that works.

Admission to the College of Management and Business

Requirements to be admitted to the College of Management and Business are the same as the requirements to be admitted to National-Louis University. However, specific programs may have admission requirements for that program.

The Business Programs

The College of Management and Business prepares students for professional careers in business, industry, government, and non-profit institutions by offering baccalaureate degrees in Accounting, Business Administration, and Computer Information Systems and Management. Elective concentrations in International Business and Marketing are available within the Business Administration Curriculum. A concentration in Internal Auditing is available within the Accounting curriculum.

The College of Management and Business also offers a one-year certificate in Business Education for Career Advancement (BECA), which prepares students to accept entry-level positions in accounting, business administration, or data processing, with an option of continuing their studies toward a bachelor's degree.

The objective of the Business Programs curricula is to provide a foundation of work in those academic areas necessary for an appropriate combination of descriptive and analytical approaches to the study of accounting, business administration, and computer information systems. Such foundation work includes courses in the following areas: (a) communication, (b) mathematics, (c) social sciences, (d) humanities, and (e) natural sciences.

The Business Programs, based at National-Louis University's Chicago campus, offer students the opportunity to study at the heart of Chicago's vibrant business community, from which the Business Programs draw many of their skilled professional faculty members. The downtown area provides jobs for National-Louis graduates and students, a wealth of cultural resources that can enrich the learning experience, and an extensive transportation system that brings National-Louis University within the reach of all who live in the greater metropolitan area.

Classes within the Business Programs are small, to facilitate learning, and are offered during days, evenings, and weekends to accommodate full- and part-time students. Liberal arts courses are woven throughout the programs to guarantee that students have a solid foundation on which to build their business skills.

Bachelor of Arts Degree in Accounting

The Accounting Program at National-Louis University prepares students for careers as accountants in business, government, and not-for-profit institutions. The Accounting curriculum includes courses in beginning to advanced accounting, individual and corporate taxation, finance, and auditing. Additional course work exposes students to current computerized accounting systems and provides a sound foundation of business knowledge through the study of business organization and management, marketing, business law, operations management, and other related subjects.

Accounting students enjoy the advantage of having many of their courses taught by academically qualified practitioners who are experienced Certified Public Accountants (CPAs), Certified Internal Auditors (CIAs), or Certified Management Accountants (CMAs).

Four upper-level accounting courses need to be completed at National-Louis University in order to qualify for graduation in Accounting from National-Louis University.

General Studies Requirements

70 QH

Humanities

| | | |
|--------|-----------------------------|---|
| LAE101 | Fundamentals of Composition | 5 |
| LAE102 | Composition and Literature | 5 |
| LAT210 | Effective Speaking | 5 |
| | One Fine Arts Elective | 5 |
| | One Humanities Elective | 5 |

Natural Sciences

| | | |
|--------|-------------------------------------|---|
| LAM110 | College Mathematics | 5 |
| LAM214 | Mathematics for Management Sciences | 5 |
| LAM216 | Statistical Methods | 5 |
| | One Laboratory Science Elective | 5 |

Behavioral Sciences

| | | |
|--------|---|---|
| LAP100 | General Psychology | 5 |
| LAS250 | Microeconomics | 5 |
| LAS255 | Macroeconomics | 5 |
| | One Psychology or Social Science Elective | 5 |
| | One Social Science Elective | 5 |

Accounting Requirements

60 QH

| | | |
|--------|------------------------------------|---|
| MGT120 | Accounting Principles I | 4 |
| MGT121 | Accounting Principles II | 4 |
| MGT122 | Accounting Principles III | 4 |
| MGT220 | Managerial Accounting | 4 |
| MGT221 | Individual Taxation | 4 |
| MGT315 | Corporate and Partnership Taxation | 4 |
| MGT320 | Intermediate Accounting I | 4 |
| MGT321 | Intermediate Accounting II | 4 |
| MGT322 | Intermediate Accounting III | 4 |

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General Studies Requirements

70 QH

Humanities

| | | |
|--------|-----------------------------|---|
| LAE101 | Fundamentals of Composition | 5 |
| LAE102 | Composition and Literature | 5 |
| LAT210 | Effective Speaking | 5 |
| | One Fine Arts Elective | 5 |
| | One Humanities Elective | 5 |

Natural Sciences

| | | |
|--------|-------------------------------------|---|
| LAM110 | College Mathematics | 5 |
| LAM214 | Mathematics for Management Sciences | 5 |
| LAM216 | Statistical Methods | 5 |
| | One Laboratory Science Elective | 5 |

Behavioral Sciences

| | | |
|--------|---|---|
| LAP100 | General Psychology | 5 |
| LAS250 | Microeconomics | 5 |
| LAS255 | Macroeconomics | 5 |
| | One Psychology or Social Science Elective | 5 |
| | One Social Science Elective | 5 |

Accounting Requirements

60 QH

| | | |
|--------|------------------------------------|---|
| MGT120 | Accounting Principles I | 4 |
| MGT121 | Accounting Principles II | 4 |
| MGT122 | Accounting Principles III | 4 |
| MGT220 | Managerial Accounting | 4 |
| MGT221 | Individual Taxation | 4 |
| MGT315 | Corporate and Partnership Taxation | 4 |
| MGT320 | Intermediate Accounting I | 4 |
| MGT321 | Intermediate Accounting II | 4 |
| MGT322 | Intermediate Accounting III | 4 |

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|-----|--------|--|---|
| 100 | MGT323 | Cost Accounting | 4 |
| | MGT370 | International Accounting | 4 |
| | MGT420 | Advanced Accounting | 4 |
| | MGT421 | Accounting for Government and Nonprofit Entities | 4 |
| | MGT422 | Principles of Auditing | 4 |
| | MGT423 | Operational Auditing | 4 |

Business Support Requirements 50 QH

| | | |
|--------|--|---|
| MGT101 | Introduction to Business | 4 |
| MGT106 | Applications of Business Writing | 4 |
| MGT140 | Introduction to Computer Information Systems | 4 |
| MGT204 | Business Law I | 4 |
| MGT205 | Business Law II | 4 |
| MGT270 | Survey of International Business | 4 |
| MGT300 | Principles of Marketing | 4 |
| MGT301 | Principles of Finance | 4 |
| MGT305 | Operations Management | 4 |
| MGT319 | Money and Banking | 4 |
| MGT350 | Management Information Systems | 4 |
| | Free Electives | 6 |

Total Minimum Hours 180 QH

Students must demonstrate English proficiency by passing the English competency examination or by earning a grade of "B" or better in both Fundamentals of Composition (LAE 101) and Composition and Literature (LAE 102) at National-Louis University.

Bachelor of Arts in Accounting with Specialization in Internal Auditing

NLU's Center for Internal Auditing Studies offers a Bachelor of Arts degree with a specialization in Internal Auditing. This program is for those students who wish to major in accounting with an added dimension in internal auditing. Students majoring in accounting may switch to the specialization in Internal Auditing, Fraud Auditing, EDP Auditing and Internship in Internal Auditing. Students who are majoring in accounting are allowed to transfer two courses: Principles of Auditing and Operational Auditing.

General Studies Requirements 70 QH

| | | |
|------------|-----------------------------|---|
| Humanities | | |
| LAE101 | Fundamentals of Composition | 5 |
| LAE102 | Composition and Literature | 5 |
| LAE210 | Effective Speaking | 5 |
| | One Fine Arts Elective | 5 |
| | One Humanities Elective | 5 |

| | | |
|------------------|-------------------------------------|---|
| Natural Sciences | | |
| LAM110 | College Mathematics | 5 |
| LAM214 | Mathematics for Management Sciences | 5 |
| LAM216 | Statistical Methods | 5 |
| | One Laboratory Science Elective | 5 |

| | | |
|---------------------|---|---|
| Behavioral Sciences | | |
| LAP100 | General Psychology | 5 |
| LAP250 | Microeconomics | 5 |
| LAP255 | Microeconomics | 5 |
| | One Psychology or Social Science Elective | 5 |
| | One Social Science Elective | 5 |

Accounting Requirements 52QH

| | | |
|--------|--|---|
| MGT120 | Accounting Principles I | 4 |
| MGT121 | Accounting Principles II | 4 |
| MGT122 | Accounting Principles III | 4 |
| MGT220 | Managerial Accounting | 4 |
| MGT221 | Individual Taxation | 4 |
| MGT315 | Corporate and Partnership Taxation | 4 |
| MGT320 | Intermediate Accounting I | 4 |
| MGT321 | Intermediate Accounting II | 4 |
| MGT322 | Intermediate Accounting III | 4 |
| MGT323 | Cost Accounting | 4 |
| MGT370 | International Accounting | 4 |
| MGT420 | Advanced Accounting | 4 |
| MGT421 | Accounting for Government and Nonprofit Entities | 4 |

Internal Auditing Requirements 24QH

| | | |
|--------|---------------------------------|---|
| MGT422 | Principles of Auditing | 4 |
| MGT423 | Operational Auditing | 4 |
| MGT427 | EDP Auditing | 4 |
| MGT429 | Fraud Auditing | 4 |
| MGT432 | International Auditing | 4 |
| MGT435 | Internship in Internal Auditing | 4 |

Business Support Requirements 36QH

| | | |
|--------|--|---|
| MGT101 | Introduction to Business | 4 |
| MGT140 | Introduction to Computer Information Systems | 4 |
| MGT204 | Business Law I | 4 |
| MGT205 | Business Law II | 4 |
| MGT270 | Survey of International Business | 4 |
| MGT300 | Principles of Marketing | 4 |
| MGT301 | Principles of Finance | 4 |
| MGT305 | Operations Management | 4 |
| MGT350 | Management Information System | 4 |

Total Minimum Hours 182QH

Students must demonstrate English proficiency by passing the English competency examination or by earning a grade of "B" or better in both Fundamentals of Composition (LAE101) and Composition and Literature (LAE102) at National-Louis University.

Bachelor of Arts Degree in Business Administration

The Business Administration Programs offer National-Louis University students the opportunity to develop a broad range of business skills built upon a solid liberal arts foundation. Business courses provide studies in accounting, finance, computer information systems, business law, and management, equipping students for a wide variety of career options and preparing students for graduate study. Elective specializations in International Business and Marketing are also available.

Three upper-level business administration courses, in addition to the Business Policy course, need to be completed at National-Louis University in order to qualify for graduation in Business Administration from National-Louis University.

General Studies Requirements 70 QH

| | | |
|------------|-----------------------------|---|
| Humanities | | |
| LAE101 | Fundamentals of Composition | 5 |
| LAE102 | Composition and Literature | 5 |
| LAT210 | Effective Speaking | 5 |
| | One Fine Arts Elective | 5 |
| | One Humanities Elective | 5 |

| | | |
|------------------|-------------------------------------|---|
| Natural Sciences | | |
| LAM110 | College Mathematics | 5 |
| LAM214 | Mathematics for Management Sciences | 5 |
| LAM216 | Statistical Methods | 5 |
| | One Laboratory Science Elective | 5 |

| | | |
|---------------------|---|---|
| Behavioral Sciences | | |
| LAP100 | General Psychology | 5 |
| LAS250 | Microeconomics | 5 |
| LAS255 | Microeconomics | 5 |
| | One Psychology or Social Science Elective | 5 |
| | One Social Science Elective | 5 |

Business Administration Requirements 48 QH

| | | |
|--------|--|---|
| MGT101 | Introduction to Business | 4 |
| MGT106 | Applications of Business Writing | 4 |
| MGT204 | Business Law I | 4 |
| MGT205 | Business Law II | 4 |
| MGT270 | Survey of International Business | 4 |
| MGT300 | Principles of Marketing | 4 |
| MGT302 | Principles of Management and Supervision | 4 |
| MGT303 | Business Research and Communication | 4 |
| MGT304 | Business Ethics | 4 |
| MGT305 | Operations Management | 4 |
| MGT307 | Consumer Behavior | 4 |
| MGT400 | Business Policy | 4 |

Business Support Requirements 62 QH 101

| | | |
|--------|--|----|
| MGT120 | Accounting Principles I | 4 |
| MGT121 | Accounting Principles II | 4 |
| MGT122 | Accounting Principles III | 4 |
| MGT140 | Introduction to Computer Information Systems | 4 |
| MGT150 | Introduction to Computer Applications | 4 |
| MGT220 | Managerial Accounting | 4 |
| MGT301 | Principles of Finance | 4 |
| MGT319 | Money and Banking | 4 |
| | Computer Elective | 4 |
| | Business Elective | 4 |
| | Free Electives | 22 |

Total Minimum Hours 180 QH

Students must demonstrate English proficiency by passing the English competency examination or by earning a grade of "B" or better in both Fundamentals of Composition (LAE 101) and Composition and Literature (LAE 102) at National-Louis University.

Bachelor of Arts in Business Administration with Specialization in International Business

Recognizing that international business is experiencing rapid growth in an increasingly dynamic global economy, National-Louis offers an International Business specialization in its Business Administration program. This specialization is ideal for students with foreign language skills and multicultural backgrounds who seek careers in multicultural business enterprises. The specialization also offers opportunity for students whose previous academic work has been in fields such as the languages.

Students completing the International Business specialization build upon a strong core of Business Administration courses and emerge with a solid understanding of international accounting, finance, management, and marketing.

General Studies Requirements 70 QH

| | | |
|------------|-----------------------------|---|
| Humanities | | |
| LAE101 | Fundamentals of Composition | 5 |
| LAE102 | Composition and Literature | 5 |
| LAT210 | Effective Speaking | 5 |
| | One Fine Arts Elective | 5 |
| | One Humanities Elective | 5 |

| | | |
|------------------|-------------------------------------|---|
| Natural Sciences | | |
| LAM110 | College Mathematics | 5 |
| LAM214 | Mathematics for Management Sciences | 5 |
| LAM216 | Statistical Methods | 5 |
| | One Laboratory Science Elective | 5 |

| | | |
|--------|---|---|
| LAP100 | General Psychology | 5 |
| LAS250 | Microeconomics | 5 |
| LAS255 | Macroeconomics | 5 |
| | One Psychology or Social Science Elective | 5 |
| | One Social Science Elective | 5 |

Business Administration Requirements 48 QH

| | | |
|--------|--|---|
| MCT101 | Introduction to Business | 4 |
| MCT106 | Applications of Business Writing | 4 |
| MCT204 | Business Law I | 4 |
| MCT205 | Business Law II | 4 |
| MCT270 | Survey of International Business | 4 |
| MCT300 | Principles of Marketing | 4 |
| MCT302 | Principles of Management and Supervision | 4 |
| MCT303 | Business Research and Communication | 4 |
| MCT304 | Business Ethics | 4 |
| MCT305 | Operations Management | 4 |
| MCT307 | Consumer Behavior | 4 |
| MCT400 | Business Policy | 4 |

Business Support Requirements 40 QH

| | | |
|--------|--|---|
| MCT120 | Accounting Principles I | 4 |
| MCT121 | Accounting Principles II | 4 |
| MCT122 | Accounting Principles III | 4 |
| MCT140 | Introduction to Computer Information Systems | 4 |
| MCT150 | Introduction to Computer Applications | 4 |
| MCT220 | Managerial Accounting | 4 |
| MCT301 | Principles of Finance | 4 |
| MCT319 | Money and Banking | 4 |
| | Computer Elective | 4 |
| | Business Elective | 4 |

International Business Requirements 22 QH

| | | |
|---------|--------------------------|---|
| LAS310* | International Relations | 5 |
| MCT370 | International Accounting | 4 |
| MCT371 | International Finance | 4 |
| MCT372 | International Management | 4 |
| MCT373 | International Marketing | 4 |
| | Free Electives | 1 |

Total Minimum Hours 180 QH

Students must demonstrate English proficiency by passing the English competency examination or by earning a grade of "B" or better in both Fundamentals of Composition (LAE 101) and Composition and Literature (LAE 102) at National-Louis University.

* LAS 300 Contemporary World Cultures, LAS 430 Economic Issues in Global Perspective or any acceptable enculturation course may be taken with the approval of the Specialized Option advisor to fulfill the requirement of LAS 310.

Bachelor of Arts Degree in Business Administration with Specialization in Marketing

Marketing affects almost every aspect of a business, from positioning, promoting, and selling a product to delivering high-quality customer service. Recognizing this, National-Louis University offers a Marketing specialization within the Business Administration program. The specialization is designed for students interested in exploring careers in marketing and marketing-related fields.

Students pursuing the Marketing specialization build upon a strong core of Business Administration courses and emerge with a good understanding of the marketing world. They are prepared for careers in marketing, advertising, market research, sales, and retailing.

General Studies Requirements 70 QH**Humanities**

| | | |
|--------|-----------------------------|---|
| LAE101 | Fundamentals of Composition | 5 |
| LAE102 | Composition and Literature | 5 |
| LAT210 | Effective Speaking | 5 |
| | One Fine Arts Elective | 5 |
| | One Humanities Elective | 5 |

Natural Sciences

| | | |
|--------|-------------------------------------|---|
| LAM110 | College Mathematics | 5 |
| LAM214 | Mathematics for Management Sciences | 5 |
| LAM216 | Statistical Methods | 5 |
| | One Laboratory Science Elective | 5 |

Behavioral Sciences

| | | |
|--------|---|---|
| LAP100 | General Psychology | 5 |
| LAS250 | Microeconomics | 5 |
| LAS255 | Macroeconomics | 5 |
| | One Psychology or Social Science Elective | 5 |
| | One Social Science Elective | 5 |

Business Administration Requirements 48 QH

| | | |
|--------|--|---|
| MCT101 | Introduction to Business | 4 |
| MCT106 | Applications of Business Writing | 4 |
| MCT204 | Business Law I | 4 |
| MCT205 | Business Law II | 4 |
| MCT270 | Survey of International Business | 4 |
| MCT300 | Principles of Marketing | 4 |
| MCT302 | Principles of Management and Supervision | 4 |
| MCT303 | Business Research and Communication | 4 |
| MCT304 | Business Ethics | 4 |
| MCT305 | Operations Management | 4 |
| MCT307 | Consumer Behavior | 4 |
| MCT400 | Business Policy | 4 |

Business Support Requirements 42 QH

| | | |
|--------|--|---|
| MCT120 | Accounting Principles I | 4 |
| MCT121 | Accounting Principles II | 4 |
| MCT122 | Accounting Principles III | 4 |
| MCT140 | Introduction to Computer Information Systems | 4 |
| MCT150 | Introduction to Computer Applications | 4 |
| MCT220 | Managerial Accounting | 4 |
| MCT301 | Principles of Finance | 4 |
| MCT319 | Money and Banking | 4 |
| | Computer Elective | 4 |
| | Business Elective | 4 |
| | Free Electives | 2 |

Marketing Requirements 20 QH

| | | |
|--------|---------------------------------|---|
| MCT309 | Advertising | 4 |
| MCT312 | Marketing Research | 4 |
| MCT316 | Sales Organizations and Selling | 4 |
| MCT317 | Retailing OR | 4 |
| MCT362 | Marketing for Entrepreneurs | 4 |
| MCT373 | International Marketing | 4 |

Total Minimum Hours 180 QH

Students must demonstrate English proficiency by passing the English competency examination or by earning a grade of "B" or better in both Fundamentals of Composition (LAE 101) and Composition and Literature (LAE 102) at National-Louis University.

Bachelor of Arts Degree in Computer Information Systems and Management

The Computer Information Systems and Management (CISM) program offers students the opportunity to become information systems professionals with extensive business expertise. The CISM program combines computer training with business courses that enables students to use computers to solve real business problems. In addition to Management Information Systems Analysis Methods and Database Program Development, programming courses in BASIC, COBOL, and in "C" are required. Students may elect courses in other computer languages, applications software packages, or computer management functions. The concluding requirement, Applied Software Development Project, promotes a deeper understanding of computer operations in business by allowing students to apply the knowledge they have gained through involvement in a computer system design project.

Three upper-level computer courses, in addition to the Applied Software Project, need to be completed at National-Louis University in order to qualify for graduation in Computer Information Systems and Management from the University.

Humanities

| | | |
|--------|-----------------------------|---|
| LAE101 | Fundamentals of Composition | 5 |
| LAE102 | Composition and Literature | 5 |
| LAT210 | Effective Speaking | 5 |
| | One Fine Arts Elective | 5 |
| | One Humanities Elective | 5 |

Natural Sciences

| | | |
|--------|-------------------------------------|---|
| LAM110 | College Mathematics | 5 |
| LAM214 | Mathematics for Management Sciences | 5 |
| LAM216 | Statistical Methods | 5 |
| | One Laboratory Science Elective | 5 |

Behavioral Sciences

| | | |
|--------|---|---|
| LAP100 | General Psychology | 5 |
| LAS250 | Microeconomics | 5 |
| LAS255 | Macroeconomics | 5 |
| | One Psychology or Social Science Elective | 5 |
| | One Social Science Elective | 5 |

Computer Information Systems Requirements 60 QH

| | | |
|--------|--|---|
| MCT140 | Introduction to Computer Information Systems | 4 |
| MCT143 | Programming in Basic | 4 |
| MCT150 | Introduction to Computer Applications | 4 |
| MCT215 | Business Applications of Spreadsheet | 4 |
| MCT239 | Data Base Application | 4 |
| MCT240 | Introduction to COBOL | 4 |
| MCT241 | Programming in COBOL | 4 |
| MCT248 | Advanced COBOL | 4 |
| MCT340 | Systems Analysis Methods | 4 |
| MCT341 | Database Program Development | 4 |
| MCT350 | Management Information System | 4 |
| MGT443 | Introduction to "C" Programming | 4 |
| MGT445 | Applied Software Development Project | 4 |
| | Computer Electives | 8 |

Business Support Requirements 50 QH

| | | |
|--------|--|---|
| MCT101 | Introduction to Business | 4 |
| MCT106 | Applications of Business Writing | 4 |
| MCT120 | Accounting Principles I | 4 |
| MCT121 | Accounting Principles II | 4 |
| MCT122 | Accounting Principles III | 4 |
| MCT204 | Business Law I | 4 |
| MCT220 | Managerial Accounting | 4 |
| MCT270 | Survey of International Business | 4 |
| MCT300 | Principles of Marketing | 4 |
| MCT301 | Principles of Finance | 4 |
| MCT302 | Principles of Management and Supervision | 4 |
| | Free Electives | 6 |

Total Minimum Hours 180 QH

Students must demonstrate English proficiency by passing the English competency examination or by earning a grade of "B" or better in both Fundamentals of Composition (LAE 101) and Composition and Literature (LAE 102) at National-Louis University.

One-Year Certificate Programs

Certificate in Business Education for Career Advancement (BECA) in Accounting

The one-year certificate in Business Education for Career Advancement (BECA) in Accounting enables students to get an early start on their careers. The BECA program in Accounting also provides the business administration and data processing skills needed for entry-level jobs in accounting while providing an option of continuing toward the completion of the bachelor's degree. The practicum provides students with experience in a business environment.

| | | |
|--------|--|---|
| MGT101 | Introduction to Business | 4 |
| MGT106 | Applications of Business Writing | 4 |
| MGT120 | Accounting Principles I | 4 |
| MGT121 | Accounting Principles II | 4 |
| MGT122 | Accounting Principles III | 4 |
| MGT140 | Introduction to Computer Information Systems | 4 |
| MGT150 | Introduction to Computer Application | 4 |
| MGT200 | Practicum Experience | 4 |
| MGT220 | Managerial Accounting | 4 |
| MGT221 | Individual Taxation | 4 |
| MGT324 | Electronic Accounting | 4 |
| | Business Elective | 4 |

Total Minimum Hours **48 QH**

Certificate in Business Education for Career Advancement (BECA) in Business Administration

The one-year certificate in Business Education for Career Advancement (BECA) in Business Administration enables students to get an early start on their careers. The BECA program in Business Administration also provides the accounting and data processing skills needed for entry-level jobs in business administration while providing an option of continuing toward completion of the bachelor's degree. The practicum provides students with experience in a business environment.

| | | |
|--------|--|---|
| MGT101 | Introduction to Business | 4 |
| MGT106 | Applications of Business Writing | 4 |
| MGT120 | Accounting Principles I | 4 |
| MGT121 | Accounting Principles II | 4 |
| MGT140 | Introduction to Computer Information Systems | 4 |
| MGT142 | Word Processing | 4 |
| MGT150 | Introduction to Computer Applications | 4 |
| MGT200 | Practicum Experience | 4 |
| MGT204 | Business Law I | 4 |
| MGT270 | Survey of International Business | 4 |
| MGT302 | Principles of Management and Supervision | 4 |
| | Business Elective | 4 |

Total Minimum Hours **48 QH**

Certificate in Business Education for Career Advancement (BECA) Data Processing

The one-year certificate in Business Education for Career Advancement (BECA) in Data Processing enables students to get an early start on their careers. The BECA program in Data Processing also provides the accounting and business administration skills needed for entry-level jobs in data processing while providing an option of continuing toward completion of the bachelor's degree. The practicum provides students with experience in a business environment.

| | | |
|--------|--|---|
| MGT101 | Introduction to Business | 4 |
| MGT106 | Applications of Business Writing | 4 |
| MGT120 | Accounting Principles I | 4 |
| MGT121 | Accounting Principles II | 4 |
| MGT140 | Introduction to Computer Information Systems | 4 |
| MGT142 | Word Processing | 4 |
| MGT143 | Programming in BASIC | 4 |
| MGT150 | Introduction to Computer Applications | 4 |
| MGT200 | Practicum Experience | 4 |
| MGT204 | Business Law I | 4 |
| MGT215 | Business Applications of Spreadsheet | 4 |
| MGT239 | Database Application | 4 |

Total Minimum Hours **48 QH**

Business Minor

The Business minor is available to students who are majoring in a program outside the College of Management and Business.

Business Minor Requirements

| | | |
|--------|---|---|
| LAS250 | Microeconomics | 5 |
| LAS255 | Macroeconomics | 5 |
| MGT101 | Introduction to Business | 4 |
| MGT120 | Accounting Principles I | 4 |
| MGT121 | Accounting Principles II | 4 |
| MGT140 | Introduction to Computers and Computer-based Applications | 4 |
| MGT300 | Principles of Marketing | 4 |
| MGT302 | Principles of Management and Supervision | 4 |
| MGT350 | Management Information Systems | 4 |

Total Minimum Hours **38 QH**

Management Program

Management (B.S.) Degree Completion Program

The B.S. in Management program is a non-traditional, experience-based undergraduate program for working adults. Designed for current managers, aspiring managers, or

professionals who take on management functions, the program is relevant to individuals in the for-profit, not-for-profit, and government sectors.

The B.S. in Management program seeks to enhance the effectiveness of individuals involved in the management of human, fiscal, and information resources in a variety of organizational settings. Distinctive in both design and delivery, the program is taught by a faculty with strong managerial and organizational experience.

Distinctive Approach

This innovative program engages adults in a learning process that is highly interactive, personalized, and experiential. Sophisticated learning technologies, such as large-scale behavioral simulations, case studies, team projects, computer simulations, and individual managerial assessment are used extensively. These technologies assist the students in applying managerial theories and concepts to their work settings.

Course work concentrates on developing managerial and leadership competencies required of organizations in the twenty-first century. The curriculum focuses on developing managers who can lead, organize, innovate, motivate, negotiate, inspire, and establish positive, productive relationships with those they manage.

Core Competencies

The management curriculum develops managers in four key areas: managerial, cognitive, affective, and humanistic. Courses in the program address these four areas through integrating the following knowledge and skills:

- Communication skills—interpersonal, oral, written, listening
- Theoretical and practical applications of management
- Problem-solving skills, including diagnosing, evaluating and intervening
- Quantitative and qualitative analysis skills
- Management of change
- Decision-making skills
- Respect for diversity, including gender, ethnicity, age, and lifestyle
- Global/international perspectives
- Ability to work in groups and teams

A Quality, Intense Program

The B.S. in Management program is a quality program for working adults. The faculty, the curriculum, and the learning process attest to the strong commitment to provide a quality experience for students.

Responsive and relevant to what current and future organizations need, the program integrates the study of disciplines in management and business with the power of learning from experience.

The students are professionals and managers from varied organizations who form a class group that stays together for the duration of the program. The class group insures peer support and shared learning from fellow students who represent diverse work settings. As theory is applied to the workplace, each student's organization becomes a "living case study" that is shared with the group. Learning is enriched through this exposure to diverse people and organizations.

Admission Standards for the B.S. in Management Program

Admissions Procedures

Prior to being considered for admission to the Bachelor of Science in Management program, applicants must be admitted to National-Louis University. Prospective students may apply for admission at any time during the year. (Please refer to pages 139-140 for a description of the university admissions procedures.)

Note: application to the University and the Bachelor of Science in Management can occur concurrently.

Admission to the Bachelor of Science in Management (BSM) Program

Applicants who meet the requirements for admission to the University may be considered for admission to the BSM program. The BSM admissions criteria are as follows:

1. A minimum of 90 quarter hours (or 60 semester hours) of transferable credit with C grades or above from accredited colleges or universities.
2. A cumulative grade point average of 2.0 or better on a 4.0 scale, on all previous coursework.

BSM admissions decisions will be made by the University Director of Admissions (or local representative). A local CMB faculty admissions team consisting of full-time faculty members will be convened to make the admissions recommendations related to those applicants who do not meet the general criteria for full or provisional admission.

Types of Admission

1. **Full Admission:** Applicant has met the BSM admissions requirements as listed above.
2. **Provisional Admission:** Applicants who meet the BSM transfer credit requirements but not the grade point average requirements may be considered for provisional admission.

a. Applicants who do not meet the grade point average (GPA) requirements for full admission but have at least a grade point average of 1.5 may be admitted provisionally.

b. Applicants who have a GPA of less than 1.5 may petition the University Director of Admissions for provisional admission. Petitioners may be provisionally admitted with the approval of the local faculty admissions team.

Provisionally admitted students must earn at least a 2.0 grade point average (GPA), with grades of C or better and no outstanding "I" grades, in the first term of the program. Students meeting these requirements at the end of the first term will gain full academic standing. Students not meeting the requirements of their provisional admission at the end of the first term will be dropped from the BSM program. Such students may retake first term courses in which they received a D, U, N, WU or WN in order to raise their grade point average. Students must pay for courses retaken. If dropped, students may apply for readmission to the BSM when they meet requirements.

Special Status Students

Applicants who have not submitted all BSM program admission documents, but believe in good faith that they meet the admissions standards, may enroll in the BSM program for one term as a special student under the following conditions:

1. Applicants for special status will be required to sign a statement prior to their admission into the program that they understand the policy on special student status and believe in good faith that they meet the requirements for BSM admission.
2. The University Director of Admissions (or local representative) will co-sign the special student status form, verifying that the policy has been explained to the applicant.
3. If the formal admissions process is not completed by the end of the first term, the student will be dropped from the program. When a formal admissions decision is made, the student may apply for readmission to the program.
4. Special status students are not eligible for financial aid.

Enrollment Requirements for the BSM Program

1. Students may not enroll in the first term of the BSM program until they meet program admissions requirements or qualify for enrollment as a Special Status Student.
2. A writing skills assessment activity will be administered during the BSM Introduction Session. The results of this activity will be assessed by a CMB faculty member or a Center for Academic Development writing specialist to determine English competency and potential for success in the BSM program. Applicants in need of remediation will be referred to the writing specialist for assistance. (This sample is for diagnostic purposes only, admissions will not be affected by the results of this assessment.)

Admissions Standards Exemptions/Waivers

Admissions Requirement Exemption:

Applicants may initiate a request for an admission requirement exemption, along with their application for admission, when they know in fact that they do not meet a program admissions requirement and an admissions decision cannot be made by the local faculty admissions team. Requests for an exemption will be forwarded to the CMB Academic Issues Governance Unit for review. Applicants granted exemptions will be admitted provisionally.

Waiver of the 90 Quarter Hour Admissions Requirement:

Applicants may initiate a request for a waiver of the 90 quarter hour minimum **transferable credit** standard. If the applicant's request for a waiver and the admissions file indicate a strong potential for success in the BSM, the local Academic Program Director may waive up to 10 quarter hours of this requirement. Any requests in excess of the 10 quarter hours must be submitted to the College Dean. The CMB Academic Issues Governance Unit will be advised of all waivers granted in excess of 10 quarter hours.

International Students

The College of Management and Business welcomes qualified international students for enrollment into its degree programs. Applicants are required to present official records of scholastic achievement and evidence of proficiency in spoken and written English as a prerequisite for admission. In addition to the admission requirements stated above, the following conditions apply:

1. Residents of countries outside the United States, where English is not the primary language, must be assessed by the National-Louis University Language Institute prior to their first registration at the University. Assessed students are required to satisfy the placement recommendations of the Language Institute faculty prior to registration in the College of Management and Business program courses. (This requirement also applies to legal residents of the United States [American citizens and resident aliens] whose native language is other than English.)
2. International students who seek a Student Visa (I-20) must provide financial affidavits documenting available resources for tuition, living expenses, travel, and other expenses. The college does not have the resources to provide financial assistance to international students.
3. Transcripts from academic institutions outside the United States must be submitted with English translation and an official evaluation to establish their equivalence to the National-Louis University grading system.

Admissions Appeals

1. If an applicant or student wishes to appeal an admissions decision, the appeal must be made in writing to the University Director of Admissions and Records (or local representative) **within two weeks of receipt** of the decision letter. Appeals will be forwarded to the College of Management and Business Academic Issues Governance Unit, which will make a decision to uphold or deny the appeal.
2. The Academic Issues Governance Unit will forward its decision to the applicable CMB program administrator and to the Director of Admissions and Records who will officially notify the applicant of the unit's decision.
3. Further appeal will be administered in accordance with the university policy on academic appeals outlined in the *Student Guidebook*.

Credit Transfer Policy

The courses in the BSM program that carry 400 level numbers are specifically designed to meet the needs of groups of adult learners that have extensive but highly varied experience in organizational settings. These courses feature extensive personalized, experiential and relevant opportunities that are seldom available in courses designed for traditional students. There is a presumption that these courses are unique and do not

duplicate transfer courses that may have similar titles but were designed for traditional undergraduate students. It is also assumed that prerequisites have limited utility because adults enter with extensive and near infinite permutations of traditional university courses, corporate training, professional continuing education workshops and other relevant experiences.

Academic Standards

Students enrolled in the Bachelor of Science in Management(BSM) program will be monitored continuously to ensure compliance with BSM program academic standards. To remain in good academic standing and complete the requirements for a BSM, students must adhere to the following academic standards:

1. Students are expected to maintain at least a 60% course completion ratio for any given term and a cumulative grade point average (GPA) of at least 2.0.
2. Students will be placed on academic probation if they earn a cumulative GPA lower than 2.0 for BSM courses in any given term. Students on academic probation must earn a cumulative 2.0 GPA for the following BSM term's course work, with no outstanding "I" grades, in order to return to good academic standing. If students do not earn the 2.0 GPA for the following BSM term's course work with no outstanding "I" grades, they will be dropped from the BSM program. Students who are on academic probation or who have been dropped from the BSM program are permitted to retake courses in which they earned a "D" or "U" grade, in order to raise their term grade point average. Students must pay for courses retaken. If dropped, students must apply for readmission to the BSM when they meet the standards.
3. Students who miss 50% of class meetings in one course (unless special arrangements were made beforehand with the instructor) will be given a "U" in that course and will be required to retake the course.
4. Students who miss three consecutive class meetings in a term will be dropped at the end of the term or the last day of attendance where state or federal law supercedes and must apply for readmission if they wish to complete the program.
5. Any student who is carrying two outstanding "I" grades or more in the BSM program (from any number of terms) will be dropped from the program at the end of the term in which a third "I" is received. A student must apply for readmission to the BSM program upon completion of at least one of the "I" graded courses.

6. Instructors may set specific conditions (e.g., time limit) for a student to complete "I" grade course work and may convert the grade to "U" if the conditions are not met. In the absences of specific conditions, students have one year after the final class meeting of their cohort group to complete any "I" grades before such grades are converted to U grades.
7. Any course for which a "U" grade was assigned must be repeated and successfully completed. Students must pay for re-enrollment in such a course.

Sequence of Terms and Courses

All BSM program terms, and courses within those terms, must be taken in sequence unless the deviation is approved by the Dean, College of Management and Business (CMB), upon the recommendation of the local CMB Academic Program Administrator.

Transfer Between Groups

Students will only be permitted to transfer from one class group to another between terms. Students will not be permitted to transfer from one schedule to another between courses unless there are extenuating (emergency) circumstances. Transfers must be approved by the local Academic Program Director or Administrator.

Options for Additional Credit

The following options are available to students for earning additional credit toward degree requirements:

1. Credit by examination, including ACT-PEP, CLEP, DANTES, or other approved examinations.
2. Credit by Portfolio, up to a **maximum** 60 quarter hours via the University's portfolio assessment of prior learning process.
3. Additional course work at NLU or other accredited institutions. A **maximum** of 12 quarter hours in "independent study" courses may be taken at NLU to apply toward the degree. Additional credit may be earned through "special topics" courses or other NLU courses offered through any of the colleges or through Continuing Education and Outreach.
4. FOCUS Courses: Focus On Completing Undergraduate Studies (FOCUS) offers accelerated courses to enable adult students to gain credit in a convenient format. A total of seven FOCUS terms with a total of 24 courses are offered to provide students who wish to enter one of the University's three field-based degree-completion programs with the general education requirements, general education electives and free electives they will need to graduate from the University.

Once students have obtained a minimum of 90 quarter hours, they may apply for admission to their major--either the Bachelor of Arts in Applied Behavioral Science (ABS), the Bachelor of Science in Health Care Leadership (HCL), or the Bachelor of Science in Management (BSM). Students who enter their major with less than 128-130 quarter hours (depending on the credits in their academic major) should be aware that in addition to completion of their major, they will still need additional college credits to earn their Bachelor's degree, which requires 180 quarter hours. These students may continue to enroll in FOCUS courses, take CLEP or DANTES exams, or complete a portfolio of prior learning. See page 55 for further discussion on FOCUS.

Completing the Program

Degree Requirements

The responsibility for meeting all graduation requirements rests upon the individual student. Failure to meet deadlines will result in delayed graduation. The degree requirements are as follows:

1. A student must complete at least 180 quarter hours of study, of which at least 49 quarter hours must be completed in the BSM program at National-Louis University.
2. Sixty quarter hours of general studies credits are required for the BSM degree.
 - a. General studies credit must include a minimum of nine quarter hours in the humanities and a minimum of 18 quarter hours in any combination of the natural sciences, the social sciences, the behavioral sciences and mathematics.
 - b. BSM course work may not be applied toward the general studies credit requirements needed for graduation.
3. Students must complete the program with at least a 2.0 grade point average.
4. A maximum of 60 quarter hours of technical credit may be applied toward the BSM degree.
5. A maximum of 60 quarter hours of credit by portfolio may be applied toward the BSM degree.

Honors

Upon recommendation of the faculty, students who earn a 3.8 or higher grade point average in this management curriculum are awarded program honors. This designation is recorded on the transcript to recognize outstanding academic performance.

B.S. in Management Requirements

49 QH

Term I

| | | |
|--------|--------------------------------------|---|
| MGT410 | Management and Supervision | 5 |
| MGT431 | Communication Skills for Managers | 4 |
| MGT311 | Assessment of Managerial Proficiency | 3 |

Term II

| | | |
|--------|---|---|
| MGT412 | Organizational Behavior, Development and Change | 5 |
| MGT430 | Communication in Organizations | 3 |
| MGT475 | Managerial Budgeting | 4 |

Term III

| | | |
|--------|-------------------------------------|---|
| MGT450 | Human Resource Management | 5 |
| MGT406 | Applied Business Analysis | 4 |
| MGT467 | Managerial Ethics & Decision Making | 3 |

Term IV

| | | |
|--------|------------------------|---|
| MGT426 | Financial Management | 4 |
| MGT458 | Marketing for Managers | 4 |
| MGT482 | Strategic Management | 5 |

Specialty Areas

Concentrations in specialty areas such as Human Resources, Training and Development, Public Administration, Health Care and Hospitality sector management may be offered as cohort groups are recruited/formed to satisfy a specific need within a market (example: a management concentration specifically developed for the U. S. Customs service). Need may be determined by an analysis of a local market and/or through corporate or organizational contacts.

Concentrations will include a combination of any of the following: existing catalog courses; courses developed specifically for the specialty area; and/or courses offered as special topics, which are relevant to the specialty area. Other colleges within the University will be consulted when a concentration is developed which includes courses which cross functional areas of responsibility.

NOTE: Students who were enrolled in the Bachelor of Arts (B.A.) in Management prior to September 1, 1993 and failed to complete the degree requirements because of incomplete course work may contact their local College of Management and Business Academic Program Director to be assigned a faculty advisor to develop an individual program completion plan. Students will be assigned B.S. in Management courses which approximate incomplete course work. Students who did not complete MGT406 A, B, C, and/or D (the research project) may elect to take any B.S. in Management courses which do not duplicate prior course work to make up the lacking credit or may complete their project by enrolling in MGT491: Field Study/Management Project Advisement.

Course Descriptions

This section provides descriptions of all courses given by the College of Management and Business. The courses are listed in alphabetical and numerical order.

Numbering System

The first three alphabetical designations are codes for the College and department. The College of Management and Business uses the alpha code MGT for all of its courses. The fourth character indicates the level of the course.

100-299 Lower undergraduate courses

Courses with these numbers are for undergraduate students (freshmen and sophomores). They carry no graduate credit, although graduate students may be admitted to such courses in order to make up prerequisites or to gain a foundation for advanced courses.

300-499 Advanced undergraduate courses

Courses with these numbers are for advanced undergraduate students (juniors and seniors). They constitute the advanced portion of an undergraduate program leading to the bachelor's degree. A 400 level course may be taken for undergraduate credit or graduate credit, upon approval of the student's departmental advisor and the department offering the course. Students must elect to apply the credit toward an undergraduate or graduate degree. Credit may be used only toward one degree.

490 Independent Study

Independent study provides undergraduate students in degree or certificate programs an opportunity to pursue advanced scholarly study in special areas where they seek further information or to investigate a practical problem in their area of professional interest. Special forms, available from the Registrar's Office, must be completed and are required for registration.

495 Special Topic

Special topic courses are developed to meet emerging learning needs. The specific topic is indicated on the transcript. There is no limit on the number of 495 courses that can apply to the degree, although each topic may be taken only once.

499 Seminar

Library research, discussions with peers and instructors, and field work in a selected area of interest.

MGT101 Introduction to Business

Studies the forms of business organization, microeconomic topics, business and society, management, and decision making. *4 quarter hours*

MGT102 Business Mathematics

Gives an overview of the appropriate theory, methods, and materials relating to business recording, financial decisions, accounting records, and retailing and consumer credit. Prerequisite: Math placement. *4 quarter hours*

MGT106 Applications of Business Writing

Introduces the communication process and addresses the application of basic communication skills through intensive practice in the types of writing and oral presentations required in the business world. Forms of business correspondence include: memorandum, routine business letters, letters conveying good or bad news, persuasive letters, letters of application, and resumes. Prerequisite: MGT101. *4 quarter hours*

MGT110 Business Basics Seminar

Involves student participation as consultants with Junior Achievement to teach business subjects to elementary and community groups. Enhances individual leadership, group management, planning, and public speaking abilities. Prerequisites: MGT101 plus preregistration during the preceding quarter for the course or consent of instructor. *1 quarter hour*

MGT120 Accounting Principles I

Applies the basic accounting principles as they relate to sole proprietorships and merchandising companies. Guides students in the understanding of the accounting business cycle procedures related to journalizing, posting, adjusting entries, closing entries, and preparing financial statements. *4 quarter hours*

MGT121 Accounting Principles II

Applies the basic accounting principles as they relate to a merchandising concern. Guides students in the understanding of the generally accepted accounting principles (GAAP) as they apply to inventory valuation, accounts receivable, plant assets, and accounts payable. Students will also learn the concepts and procedures of internal control, the computation of payroll, and the preparation of a bank reconciliation statement. Prerequisite: MGT 120. *4 quarter hours*

MGT122 Accounting Principles III

Applies the basic accounting principles as they relate to partnerships and corporations. Guides students in the understanding of the generally accepted accounting principles (GAAP) as they apply to the issuance of common stock, preferred stock, and bonds. Students will also learn how to prepare the statement of cash flows and use the tools and techniques to analyze and interpret financial statements. Prerequisite: MGT121. *4 quarter hours*

MGT140 Introduction to Computer Information Systems

Examines the history, development, and use of computers. Students will be introduced to state-of-the-art computer technology. Topics include computer hardware and software, networks and information superhighway, multimedia and its applications, and applications of information technology in society, business, industry, and government. This course also introduces students to windows applications through hands-on approach. *4 quarter hours*

MGT142 Word Processing

Introduces students to word processing and gives hands-on experience in using one or more word processing programs. *4 quarter hours*

MGT143 Programming in BASIC

Introduces the use of fundamental instructions in the BASIC programming language. Enables students to read, flow-chart, and solve problems using the BASIC language. Prerequisite: MGT140. *4 quarter hours*

MGT144 Advanced BASIC Programming

Extends the knowledge gained in Programming in BASIC. Studies advanced iteration techniques; table handling; sorting; creation; reading and writing of sequential, random, and indexed sequential files. Enables students to solve business-type problems using the BASIC language and a diskette-based microcomputer. Prerequisite: MGT143. *4 quarter hours*

MGT150 Introduction to Computer Applications

This completely hands-on course introduces to software productivity tools. Word processing, database management, spreadsheet, and communication concepts and applications are the major topics of this course. *4 quarter hours*

MGT200 Practicum Experience

Designed specifically for BECA students. Students can earn credit for their experience in a business environment. Prerequisite: Enrollment in the BECA Programs. *4 quarter hours*

MGT204 Business Law I

Introduces the legal principles underlying standard business transactions and the legal instruments involved: contracts, agencies, partnerships, corporations, property (real and personal), and the Uniform Commercial Code (sales, negotiable instruments, and secured transactions). Prerequisite: MGT101. *4 quarter hours*

MGT205 Business Law II

Studies the concepts and rules that apply to business organizations. Features lectures and cases dealing with commercial transactions, property, documents of title, negotiable instruments, bank items, partnerships, and corporations. Prerequisite: MGT204. *4 quarter hours*

MGT215 Business Applications of Spreadsheet

This course emphasizes the use of spreadsheet as a Decision Support System (DSS) that assists managers in the decision-making process. The course begins with a fundamental background in the purpose and use of spreadsheets in a business environment. It continues with advanced spreadsheet concepts, operations, and techniques (i.e., macros, regression, forecasting, accounting functions, etc.) *4 quarter hours*

MGT220 Managerial Accounting

Introduces students to the field of management accounting focusing on the development of useful cost information for product costing and management reporting purposes. Develops an understanding of management decision making through the application of cost-volume-profit analysis, capital budgeting techniques, and preparation of master budgets. Prerequisite: MGT122. *4 quarter hours*

MGT221 Individual Taxation

Presents basic concepts of the U.S. tax laws. Provides students with a knowledge of specific skills in computing gross income and exclusions, adjustments to income, itemized deductions, credits and special taxes, capital gains and losses. Covers the technical areas that are important to tax preparers in filing income tax returns. Prerequisite: MGT122. *4 quarter hours*

MGT225 Survey of Information Technology

Surveys special computer-based topics and reviews current developments in computer technology. Prerequisite: MGT140. *4 quarter hours*

MGT239 Database Applications

This course begins with an introduction to database management concepts. Using a state-of-the-art relational database, students will learn how to design a database, locate data, edit data, display information, organize data, generate custom design reports, and generate custom labels. The student will learn how to use the database's natural language to act as an intelligent assistant. The overall emphasis of this course is the business use of a database manager as a Decision Support System (DSS) that assists managers in the decision-making process. *4 quarter hours*

MGT240 Introduction to COBOL

Introduces the students to the concepts of programming in a high-level, structured system. Course emphasis is on data structure, sequential file handling, reporting and sorting. Topics include structured program development, utilizing embedded COBOL, sorts, and creating reports, sequential reports, reports with control breaks, and reports with table-controlled summaries. Prerequisite: MGT140. *4 quarter hours*

MGT241 Programming in COBOL

Introduces the students to the concepts of writing COBOL programs used in an interactive environment. Course emphasis is data validation, interactive communication and on-line

- 112 updating of a master file. Topics include methods used to interface with a user-operator, design of interactive data, indexed sequential file structures, data validation, and on-line access methods. Prerequisite: MGT240. 4 quarter hours

MGT243 Office Information Systems

Examines office information and decision support systems as emerging and critical elements in business data and information systems. Emphasizes information processing considerations at the systems level, including analysis and management of support activities such as data and records management, electronic filing and retrieving systems, word processing, micro-and reprographics, and (tele) communications. Prerequisite: MGT140. 4 quarter hours

MGT244 Programming in FORTRAN

Develops computer programming ability in FORTRAN ("formula translator"), a widely-used mathematically-oriented language. Involves preparation of a minimum of three business application programs written in FORTRAN. Prerequisite: MGT241. 4 quarter hours

MGT245 Programming in Pascal

Develops structured programming ability in Pascal; involves designing and writing typical business application programs and preparing a minimum of three programs in Pascal on the computer. Prerequisite: MGT241. 4 quarter hours

MGT248 Advanced COBOL

Introduces the student to the concepts of writing COBOL programs used in a batch processing environment. Course emphasis is on record matching, exception reporting and sequential updating of a master file. Topics include methods used for data movement, record control, sequential file design, and transaction record design. Prerequisite: MGT241. 4 quarter hours

MGT270 Survey of International Business

Exposes students to the interrelationship between international business firms and their international, external, economic, political, and cultural environments. Addresses the international adaptations necessary in marketing, finance, and personnel approach, which accompany the lecture format. Prerequisite: MGT101. 4 quarter hours

MGT300 Principles of Marketing

Studies the marketing concept including discovering consumer needs, translating the needs and wants into products and services, creating the demand for the products and services, and expanding the demand. Prerequisite: MGT101. 4 quarter hours

MGT301 Principles of Finance

Addresses the financial aspects of a business: financing operations, combinations and the organization of a business; how the financial function of a business relates to the financial community. Prerequisites: MGT122, MGT101 and LAS115 or consent of program director. 4 quarter hours

MGT302 Principles of Management and Supervision

Examines the actual roles managers play in complex organizations. Prepares aspiring managers and professional/technical employees for management positions while helping them to work more effectively with current managers. Examines management theory critically for utility in light of actual practice. Prerequisite: MGT101 and LAE101. 4 quarter hours

MGT303 Business Research and Communication

Addresses functional uses of communication in planning, organizing, staffing, directing, and controlling. Discusses methods of researching business information and techniques for presenting collected data. Fosters development of organization, documentation, and style in oral and written reports. Prerequisites: MGT101 and MGT106. 4 quarter hours

MGT304 Business Ethics

Introduces basic ethical principles within a business framework. Addresses standards of ethical conduct within the business community; codes of ethics; concerns over corporate behavior; ethical responsibilities to firms, employees, customers, stockholders, and others in society. Examines advantages of professional codes of ethics. Prerequisites: MGT302 and MGT204. 4 quarter hours

MGT305 Operations Management

Represents a blend of concepts from industrial engineering, cost accounting, general management, quantitative methods, and statistics. Covers production and operations activities, such as forecasting, choosing for an office or plant, allocating resources, designing products and services, scheduling activities, and assuring quality. Prerequisites: MGT101, MGT220 and LAM216. 4 quarter hours

MGT307 Consumer Behavior

Draws on the behavioral sciences to provide insight into consumer needs, wants, and behavior in the marketplace. Emphasizes how the manager in business and non-business organizations can build an understanding of the individual consumer into the marketing decisions of goods and/or services. Provides an overview of the role of consumer research. Prerequisite: MGT300. 4 quarter hours

MGT309 Advertising

Covers advertising as it pertains to the development of a marketing promotional program. Examines the role of advertising in implementing marketing objectives and strategies. Identifies and evaluates the various forms of advertising based on marketing objectives. All aspects of mass communication, from planning to the final evaluation of the promotional mix, are examined. Also includes an examination of current topics in advertising (interactive media, infomercials, international advertising, etc.) Prerequisite: MGT300. 4 quarter hours

MGT311 Assessment of Managerial Proficiency

This course employs managerial assessment center techniques in a comprehensive process to develop the competence levels of management students and thereby assess their learning needs in terms of what managers need both to know and to do. Students have the opportunity to assess how they learn best through self reflection. 3 quarter hours

MGT312 Marketing Research

Studies the research process as an aid to planning and decision making in marketing management. Topics include the role of research and information system in defining and planning research needs, obtaining marketing information, and identifying target markets. Attention is also given to product and advertising research and market and sales analysis. Prerequisites: MGT300 and LAM216. 4 quarter hours

MGT315 Corporate and Partnership Taxation

Provides basic concepts of taxation of the corporation and the preparation of corporate tax forms. Emphasizes understanding of the various deductions allowable in the determination of the corporate taxable income. Prerequisite: MGT221. 4 quarter hours

MGT316 Sales Organizations and Selling

Covers the design, development, sales department relations, personnel management in the selling field, sales budgets and cost analysis and their impact on the sales organization. Also examines the role of selling on the marketing program mix, the elements of effective selling, and the development of an effective sales team. Considers current issues related to sales organizations and selling. Prerequisites: MGT300 and MGT302. 4 quarter hours

MGT317 Retailing

Focuses on what someone entering the retailing field really needs to know. The retailing environment will be analyzed, examining customers and competition in retailing. Merchandising, buying, handling, pricing, advertising and promotion, and customer service will be explored. Location analysis will also be examined as a success factor in retailing. Prerequisite: MGT300. 4 quarter hours

MGT319 Money and Banking

Examines financial institutions, systems, regulating bodies, and policies. Prerequisites: MGT101 and LAS115. 4 quarter hours

MGT320 Intermediate Accounting I

Presents a thorough investigation of Generally Accepted Accounting Principles (GAAP) underlying corporate financial statements. Emphasis is placed on the qualitative characteristics of accounting information and the objectives of financial reporting. Covers the accounting and reporting requirements for receivables and inventories, compound interest, and annuities. Prerequisite: MGT122. 4 quarter hours

MGT321 Intermediate Accounting II

Involves students in a thorough investigation of Generally Accepted Accounting Principles (GAAP) underlying the financial reporting of marketable securities; contingent liabilities; plant, property and equipment; and long-term debt. Introduces the accounting and reporting requirements for capital stock, stock rights, stock warrants, convertible securities, and deferred income taxes. Prerequisite: MGT320. 4 quarter hours

MGT322 Intermediate Accounting III

Involves students in a thorough investigation of Generally Accepted Accounting Principles (GAAP) underlying the financial reporting of pension plans, capital and operating leases, discontinued operations, changes in accounting principles, and earnings per share. Introduces the accounting requirements for changing prices, interpreting and analyzing financial statements, and reporting of financial-statement disclosures. Prerequisite: MGT321. 4 quarter hours

MGT323 Cost Accounting

Introduces students to the field of management accounting focusing on the development of useful cost information for product costing and management reporting purposes. Develops an understanding of management decision making through the application of cost behavior analysis, product costing methods, variance analysis, cost allocation techniques, and transfer pricing. Prerequisite: MGT220. 4 quarter hours

MGT324 Electronic Accounting

Combines accounting and computer science in a timely and creative fashion to illustrate accounting practices in today's environment. Uses basic but comprehensive computerized software to give the student "hands-on" experience with the most common applications. Guides students through computer-based accounts receivable, accounts payable, general ledger, and other related modules. Prerequisites: MGT122, MGT140. 4 quarter hours

MGT340 Systems Analysis Methods

Presents a systematic approach to systems analysis and design for the student with programming knowledge. Prerequisites: MGT240, MGT144. 4 quarter hours

MGT341 Database Program Development

Surveys database concepts and database management systems. Guides students in the use of a popular software package to learn the theory and application of database management systems. Prerequisite: MGT241. 4 quarter hours

MGT342 Management Control of Information Systems

Provides a broad overview of the information systems management function. Emphasizes information systems management, with particular attention to planning, organizing, and controlling user services, and managing other computer information systems development processes. Covers subject matter through lectures, reading, discussions, and case-study analysis. Prerequisite: MGT141. 4 quarter hours

- 114 **MGT343 Structured Systems Analysis and Design**
Provides advanced study of structured systems development. Emphasizes strategies and techniques of structured analysis and structured design for producing logical methodologies for dealing with complexity in the development of information systems. Prerequisite: MGT340. 4 quarter hours

MGT347 Introduction to Computer Networks
Introduces computer networks including data communications and telecommunications concepts. Media, termination, junction, topology, and protocol are the major topics of this course. Prerequisite: MGT140. 4 quarter hours

MGT350 Management Information Systems
Provides students with a conceptual framework and body of knowledge concerning contemporary information systems. Prerequisite: MGT140. 4 quarter hours

MGT362 Marketing for Entrepreneurs
Provides practical tools for planning, implementing, and controlling marketing activities for a new venture. Prerequisite: MGT300. 4 quarter hours

MGT370 International Accounting
Presents a broad perspective of international accounting with emphasis on accounting standards and practices in selected countries in Asia, Australia, Canada, and Europe; disclosure practices around the world; accounting for inflation in various countries; multinational consolidation of financial statements; and accounting information systems for multinational corporations. Prerequisite: MGT122. 4 quarter hours

MGT371 International Finance
Spotlights the economic and business rationale for the existence of multinational firms in a foreign exchange risk context. Covers foreign exchange exposure, variables that cause exchange rates to change, international capital markets, long-term worldwide cost of capital, and short- and intermediate-term financing through the international banking systems. Prerequisites: MGT122, MGT301 and LAS115. 4 quarter hours

MGT372 International Management
Provides an understanding of how business firms manage international operations. Looks at how a manager's role and decisions change when a company goes beyond a single national boundary. Focuses on how these roles must respond not only to the sociocultural environment abroad, but also to the organizational problems that result from attempting to integrate and coordinate a complex set of operations worldwide. Prerequisite: MGT270 or MGT302. 4 quarter hours

MGT373 International Marketing
Presents an applied course devoted to the extended study of marketing products abroad. Includes subtopics such as overseas market selection, planning, product adaptation, channel selection, pricing behavior, promotion strategy, exporting and importing. Involves case studies and a problem-solving approach, which accompany the lecture format. Prerequisite: MGT270 or MGT300. 4 quarter hours

MGT400 Business Policy
Provides a case study approach to top management strategy and policy making, integrating the functional divisions of an organization through analysis and solutions to complex business situations. Prerequisite (or concurrent registration): MGT303. 4 quarter hours

MGT406 Applied Business Analysis
This course helps students learn how to use data to analyze management problems. 4 quarter hours

MGT410 Management and Supervision
This course examines management theories and practices with a holistic view by exploring the functions of planning, organizing, leading and controlling in today's fast-changing organizations. New roles and challenges for successful management, in addition to their requisite competencies, are emphasized. 5 quarter hours

MGT411 Organizational Behavior
Examines organizational behavior on the individual, work-group, and organization-wide levels. Students examine how organizations function as complex systems. Organizational structure, environmental fit, interrelatedness of the various parts of an organization, and decision making and its impact throughout the system are key concepts. Students develop an in-depth understanding about the organizational setting in which they work. 4 quarter hours

MGT412 Organizational Behavior, Development & Change

This course examines organizations on the individual, group, and external environment levels. Emphasis is placed on understanding current organizational theories and organizational design models. The importance to managers of developing effective change agent skills is highlighted. 5 quarter hours

MGT415 Research Skills for Managers
Introduces the purpose and value of research as a problem-solving tool for planning change in an organization. Approaches for identifying, analyzing, and researching organizational problems are emphasized. Kinds of data commonly used in working on organizational problems are explored. Students practice defining problems and the sources of data necessary to work on them. 3 quarter hours

MGT419 Economics for Managers
Reviews the principles of microeconomics and macroeconomics. Covers selected concepts, particularly consumer behavior, the behavior of the firm, and fiscal and monetary policy, and their effects on managerial decision-making. 3 quarter hours

MGT420 Advanced Accounting
Introduces the student to the accounting concepts and principles underlying multicorporate financial statements with emphasis on consolidation, cost vs. equity ownership accounting, and purchase vs. pooling business combinations. Covers partnerships—their formation, operation, and liquidation. Prerequisite: MGT322. 4 quarter hours

MGT421 Accounting for Governmental and Nonprofit Entities
Covers the accounting and reporting systems for governmental and nonprofit entities such as hospitals, colleges and universities, voluntary health and welfare organizations. Prerequisite: MGT122. 4 quarter hours

MGT422 Principles of Auditing
Provides an introduction to auditing for accounting students who do not have significant auditing experience. Explains the analytical methods and quantitative decision aids that auditors use in practice to translate these considerations into specific decisions on the nature, timing, and extent of audit procedures. Covers the auditor's methods of obtaining evidence as a basis for expressing an opinion on financial statements. Prerequisite: MGT420. 4 quarter hours

MGT423 Operational Auditing
Presents basic concepts of operational auditing, professional standards, internal control systems, and audit evidence. Provides students with a knowledge of specific types of audit applications, including performance, financial, electronic data processing (EDP), and fraud auditing. Also covers the technical areas and skills that are important to internal auditors. Prerequisite: MGT122. 4 quarter hours

MGT425 Accounting and Finance for Managers
Addresses the use of financial and accounting information for making management decisions. Explores accounting systems, financial statements, and the financial aspects of an organization. 3 quarter hours

MGT427 EDP Auditing
The course is designed to present EDP auditing concepts in an EDP environment with their practical application. It includes topics on general and application controls, documentation, case study with audit software, practical application of internal control theory, the systems auditability and control concepts. Prerequisites: MGT422 and MGT423. 4 quarter hours

MGT429 Fraud Auditing
Covers the internal auditor's responsibilities for deterring, detecting, investigating, and reporting of fraud. It establishes guidelines by which internal auditors conform their activities with the stated concepts of due professional care. Provides an understanding of a fraud audit approach and the setting in which a fraud audit is required. It covers all possible "red flags" that indicate possible irregularities and the specific control risks the auditor must consider in a fraud audit. Prerequisites: MGT422 and MGT423. 4 quarter hours

MGT430 Communication in Organizations
In this course students examine the role of communication in managing organizations. Communication is examined at the interpersonal, small group, organizational, and interorganizational levels. Special emphasis is placed on developing effective skills such as listening, conflict management, team building and working within an organizational culture. 3 quarter hours

MGT431A, MGT431B, MGT431C, MGT431D Communication Skills for Managers
This course fosters the development of students' written and oral presentation skills. Learning to present ideas, reports, and proposals clearly and concisely are primary goals of this course. Students refine both their written and oral presentation skills by applying them to management issues. Individual feedback by instructor on written communication and presentation skills form the basis for MGT431B, MGT431C, and MGT431D. 4 quarter hours

MGT432 International Auditing
Provides an understanding of the cultural, economic, and political factors that impact on the harmonization of internal auditing standards. An international perspective is provided on internal auditing issues such as the code of ethics, audit committee, internal audit reporting, auditor's independence, the Foreign Corrupt Practices Act (FCPA) and many other international issues impacting on the internal auditing profession. Prerequisites: MGT422 and MGT423. 4 credit hours

MGT435 Internship in Internal Auditing
Provides technical training in EDP auditing, operational auditing, financial auditing, and fraud auditing. The course entails site visits to auditing departments in the Chicago area and internship with a local auditing department. Prerequisites: MGT422, MGT423, MGT429, MGT432. 4 quarter hours

MGT439 Computing and Information Systems
Provides an overview of selected concepts related to the functions of communications and data systems in today's organizational environment. Includes the role of management in the creation and use of information systems. 3 quarter hours

MGT440 Advanced Management Information Systems Concepts
Introduces the information systems planning process, with emphasis on its relation to the overall organizational goals, policies, plans, management style, and industry condition. Focuses on issues that are of interest to managers dealing with management information systems, including the role of management in the creation and use of such systems. Prerequisite: MGT340. 4 quarter hours

MGT441 Advanced Computer Concepts
Surveys special computer-based topics and reviews current developments in computer technology. Prerequisite: MGT340. 4 quarter hours

MGT442 Auditing Programming Language
Introduces the fundamentals of electronic data processing (EDP) auditing. Emphasis on EDP controls, types of EDP audits, and concepts and techniques used in EDP audits. Exposes students to risk assessment and professional standards in the field of EDP auditing. Prerequisites: MGT241, MGT343. 4 quarter hours

116 **MGT443 Introduction to C Programming**
Introduces structured modular programming design and techniques used for development of various software. Involves designing and writing typical business application programs. Prerequisite: MGT140. 4 quarter hours

MGT445 Applied Software Development Project
Requires application of computer programming and system development concepts, principles, and practices to a comprehensive system development project. Involves student participation in a complete system design project, from conception to implementation, as part of a project team. Prerequisite: MGT340. 4 quarter hours

MGT446 Introduction to Expert Systems
Introduces expert systems and how they are developed. Involves a practical hands-on approach to using an expert system developmental tool. IBM based. Prerequisite: MGT140; one programming course recommended. 4 quarter hours

MGT450 Human Resource Management
This course explores selected issues related to human resources management such as human resources planning and forecasting; workplace diversity issues; the recruitment/selection process; the legal and regulatory requirements which impact employee relations (e.g., EEO, ADA, FMLA, labor law, health and safety regulations); training and development; employee compensation administration; and performance appraisals. 5 quarter hours

MGT455 Quality Assurance and Control
Presents major theories and philosophies on quality assurance and quality management in addition to selected quantitative techniques for quality assurance and control. 2 quarter hours

MGT458 Marketing for Managers
This course provides a framework for planning, implementing, and controlling marketing functions in public and private organizations. Decision making related to products/services, pricing, promotion, distribution, and competition are included. 4 quarter hours

MGT465 Managing Diversity in the Workplace
Examines aspects of a culturally diverse work force within the context of a global economy. Concepts of race, ethnicity, and gender and how they affect people's behavior in organizations are studied. Organizational policies and management practices for making diversity a constructive element of corporate life are explored. 3 quarter hours

MGT466 Legal Issues in Management
Covers selected contract, tort, agency, property and statutory aspects of law that affect both managers and organizations. 2 quarter hours

MGT467 Managerial Ethics and Decision Making
In this course students identify ethical problems and stakeholders in ethical decisions, clarify loyalties and duties, and explore various models for decision making. 3 quarter hours

MGT468 Human Resource Management Practices
This course includes an examination of the following human resource management functions in an integrated, organizational context: human resource planning; selection and placement; training and development; compensation and benefits; employee and labor relations; government regulatory issues; and, management practices. This course is designed to prepare students for professional certification by the Human Resource Certification Institute (HRCI), Society for Human Resource Management (SHRM). Note: Certification testing is not a part of this course. 5 quarter hours

MGT470 Organizational Behavior and Communication

This course examines organizations on the individual, group, organizational, and external environment levels. It covers topics typically discussed in organizational behavior and organizational communication courses. Emphasis is placed on developing effective skills such as listening, conflict management, negotiating, teambuilding, and working within an organizational culture. 9 quarter hours

MGT475 Managerial Budgeting
This course looks at budgeting as a managerial responsibility and a managerial tool. Managers are generally called upon to plan, monitor, and control budgets. The course introduces basic financial statements, such as the income statement, the balance sheet, etc. Students also focus on such topics as relevant costs, flexible budgeting, and break-even analysis. 4 quarter hours

MGT480 Management Practicum
Provides the student with practical management experience. The student will assume a managerial role with a company and learn the day-to-day duties of a manager in the organization. Prerequisites: Principles of Management and Supervision, MGT302 and consent of practicum instructor. 4 quarter hours

MGT482 Strategic Management
This is an integrative course designed to synthesize and apply concepts covered throughout the program. The course stresses the need for managers to think strategically in the planning and policy making process. Selected case studies and a management simulation are used. 5 quarter hours

MGT490 Independent Study
Provides an opportunity for students to pursue advanced scholarly study in a special area where they seek further information, or to investigate a practical problem in their area of professional interest. Prerequisite: Consent of faculty advisor and program director. 1-4 quarter hours

MGT491 Field Study/Management Project Advisement

For Bachelor of Arts in Management students who need to receive project advisement on their Applied Research Project, including individual and/or group assistance, library services, access to such data analysis services as provided to currently enrolled students, and reader review services. Course shall run for 90 days from the date of registration. The course shall be graded "P" (satisfactory) or "I" (in progress); credit does not count toward fulfilling degree requirements. This course may be repeated to complete any or all of the four parts of the project; a student may complete more than one part during an advisement period. Permission of the appropriate college administrator is required for registration. 1 quarter hour

MGT495 Special Topic
Permits development of special topic courses to meet emerging learning needs. (The specific topic is indicated on the transcript. There is no limit on the number of MGT495 courses that can be applied to the degree, although each topic may be taken only once.) 1-6 quarter hours

MGT499 Management Seminar
Includes library research and discussion of a selected area of interest in management. Prerequisite: Consent of faculty advisor and program director. 1-6 quarter hours



National College of Education

For over 100 years the National College of Education has had as its mission excellence in teaching, scholarship, service, and professional development. Recognizing the importance of life-long learning in a diverse, rapidly changing global society, the College is committed to developing and empowering all learners.

Consistent with this mission, the faculty also approved a statement of goals for the National College of Education of National-Louis University.

Goals for Teaching

1. Model exemplary practices that create a supportive environment in which the social, emotional, cognitive and physical needs of students are met in order to assure that they become responsible, capable citizens.
2. Provide clinical sites in which undergraduate and graduate students have opportunities to observe exemplary teaching practices, implement and evaluate innovative ideas, and demonstrate their abilities as practitioner/scholars.
3. Provide students with a knowledge base or pedagogy grounded in research on teaching and learning, enabling students to apply principles of child development, organize appropriate instruction and utilize a variety of instructional strategies.
4. Ensure that students will have a broad liberal education for the purpose of enabling them to increase their knowledge and express their intellectual abilities and skills in applying that knowledge.
5. Foster the individual professional growth of experienced educators through collaborative exploration and development of the knowledge base and exemplary practices, and through clinical experience.
6. Educate highly competent and humane professional personnel for leadership and service.
7. Recruit and support faculty and a student body that possess knowledge and values which can be shared through collaborative educational experiences.

Goals for Scholarship

1. Deepen students' understanding of their area of study through an awareness, appreciation and application of educational research.
2. Promote scholarship and research in which students and faculty are involved in their own quest for knowledge which, in turn, enhances their expertise.
3. Support scholarly interaction, debate and research within the College and throughout the profession.

Goals of Service

1. Make available a supportive educational environment in which the needs of students of all ages are met.
2. Encourage preservice and veteran educational professionals to become involved in and assume leadership roles in their respective places of employment and their communities and professional organizations.
3. Encourage and support faculty as leaders and agents of change in the field of education at local, state and federal levels.
4. Nurture and support interaction and collaboration among educational professionals and faculty both on-campus and in the field.

In developing and implementing our mission and goals, National College of Education has provided a bridge between educational theory and practice. Thus, we have remained an institution which serves the needs of teachers, specialists, and administrators, and, through them, children.

Illinois State Teacher Education Program Approval

The following National College of Education programs leading to certification are approved by the Illinois State Board of Education:

Early Childhood (Birth to age 8)

Undergraduate
Graduate

Elementary (K-9)

Undergraduate
Graduate M.A.T.

Graduate with option for supervisory endorsement

Learning Disabilities
Social/Emotional (Behavior) Disorders
Reading
Secondary Education
Graduate M.A.T.

School Service (K-12)

Graduate
School Nurse
School Psychology

Administrative (K-12)

Graduate
General Supervisory
General Administrative
Superintendent

Individual courses or course sequences not included in the programs listed above may not be assumed to be approved by the Illinois State Board of Education for certification purposes.

National College of Education Programs Preservice Teacher Education Undergraduate Programs

Students initially admitted to the College of Arts and Sciences complete general education requirements and a Standard Teaching Concentration offered by the College. Concentration options are offered in the following areas:

Early Childhood Education
Psychology/Human Development

Elementary Education
Anthropology
Art
Biology
Mathematics

Science
Sociology
Psychology/Human Development
Psychology/NonSpecific
Sociology
Sociology/Anthropology
Theatre Arts
Mathematics - Elementary
Mathematics - Junior High/Middle School

To enter a teacher education program students must be admitted to the National College of Education.

Admission to the National College of Education—Process

1. Students interested in teacher education should apply for admission to National College of Education when at least 50 quarter hours of their required general studies courses, and foundation courses are planned with the advisor. (See B.A. Handbook for specific courses)
2. Transfer students must take 12-15 hours of coursework at National-Louis University (not including skill labs) before applying to National College of Education.
3. All students must carry and successfully complete a full courseload (minimum of 12 QH) prior to entering Term I of the Professional Sequence.
4. Students must take and pass the Illinois Basic Skills Test prior to admission to the College of Education. These examinations are offered 4 times during the year; test dates are available from program offices.
5. An evaluation of the students' academic records will be completed after application. All required developmental coursework in the College of Arts and Sciences must be completed before acceptance into the College of Education.
6. Applicants must have a GPA of 2.5 at National-Louis University with a GPA standard of at least 2.0 in each discipline (mathematics, science, humanities and social science).
7. Students who receive two D's or any U's in any foundational (education) course work will not be admitted to the College of Education.
8. Students are expected to apply for admission by posted deadline prior to enrollment in Term I (methods). Application dates are posted, and application forms are available on each Campus.
9. Students may be admitted, denied, or receive incomplete status in order to provide time to complete all prerequisites. Written notice will be sent to each student.
10. Once admitted, the progress of each student is reviewed each professional term by the appropriate faculty to determine continued eligibility in the College of Education. (see Admission and Retention Policies)

124 **Process of Appeal – College of Education**

Admissions Appeals

Students denied admission to National College of Education may petition to have this decision reviewed. Consult with the appropriate program coordinator (Early Childhood Education or Elementary Education) for exact information on the appeals process.

Preservice Education Departmental Student Appeal Process

For appeals on issues other than admission to the College see your advisor for details.

Admission to the National College of Education—Criteria

ISBE BASIC SKILLS TEST

Ability to Understand Basic Elementary Concepts

- **Criterion:** Students will demonstrate an understanding of basic concepts of mathematics, reading, writing, and grammar.
- **Measured by:** A passing score of at least 70% on each section of the Illinois State Board of Education Basic Skills Test (Registration materials and study guides are available in program offices on every campus)
- **Implemented:** Illinois State Board of Education

ACADEMIC

Ability to Do Successful Full-Time Study

- **Criterion:** Successful completion of one full term before admission
 - **Measured by:** Transcript evaluation
 - **Implemented:** Registrar; Undergraduate Admission & Retention Council
- Note: Part-time students considered individually*

Competency in Each of the Academic Disciplines

- **Criterion:** Successful completion of required general education courses with an overall grade point average (GPA) of at least 2.5 and grade point average (GPA) of 2.0 in each academic discipline area as defined by the Registrar's Office (e.g., English, Science, Mathematics, etc.)
- **Measured by:** Grades in NLU or transfer courses prior to admission to NCE
- **Implemented:** Registrar; Undergraduate Admission & Retention Council

PROFESSIONALISM

Professional Demeanor

- **Criterion:** Students will demonstrate behaviors that maintain academic, professional, and ethical standards as well as behaviors that are not detrimental to either the preservice student or the classroom students
- **Measured by:** University classrooms and field experiences
- **Implemented:** College faculty, Cooperating Field Personnel

The following constitutes a basis for denial of admission to student teaching or removal from a teacher education program: conduct unbecoming a professional educator, conviction on a felony charge, or any other behavior that interferes with professionalism.

Teacher Certification

Successful completion of the Teacher Education Program enables students to apply for entitlement in Illinois at either the birth to age 8 level or at the kindergarten through 9th grade level. Students should meet regularly with their advisors.

Teacher certification programs may meet certification requirements for other states. Since specific requirements vary from state to state, students are advised to obtain information from the state in which they plan to teach.

Early Childhood Teacher Education Program (B.A.)

This program is approved by the Illinois State Board of Education for birth through age 8 teaching.

General Studies Requirements 84 QH

Language Arts

| | |
|---------------------|----|
| Two Writing courses | 10 |
| Speech Course | 5 |

Humanities

| | | |
|--------|-------------------------|---|
| LAA110 | Introduction to Art | 2 |
| LAE307 | Literature for Children | 5 |
| LAU110 | Introduction to Music | 2 |
| | Humanities elective | 4 |
| | U.S. History | 5 |

Science

| | |
|---|---|
| Biological Science | 5 |
| Physical Science | 5 |
| Two Science electives | 8 |
| (One of the above must be a laboratory science) | |

NATIONAL COLLEGE OF EDUCATION

Mathematics

| | | |
|--------|-------------------------|---|
| LAM110 | College Mathematics | 5 |
| LAM112 | Concepts of Mathematics | 5 |

Social Science/Psychology

| | |
|---|----|
| American Government | 5 |
| Elective in Non-Western or Third-World Cultures | 5 |
| 2 Developmental Psychology Electives | 10 |

Health and Physical Development

| | | |
|--------|---------------------------------|---|
| PEA100 | Science of Health and Nutrition | 3 |
|--------|---------------------------------|---|

Professional Education Requirements 65 QH

A maximum of 9 semester hours (13 quarter hours) of professional course work may be transferred in from a community college. The minimum total hours for the degree and for certification is 180 quarter hours. Sixty quarter hours must be taken at National-Louis University. (Prior to entry into student teaching, students must complete a minimum of 100 clock hours of preclinical experience.)

| | | |
|--|--|----|
| ECE202 | Developmental Theory and Practice | 5 |
| ECE205* | Child Study I: Infant and Toddler | 2 |
| ECE206* | Child Study II: Preprimary | 2 |
| ECE207* | Child Study III: Primary | 2 |
| ECE310 | Child, Family, and Community | 5 |
| ECE315 | History and Philosophy of Early Childhood Education | 5 |
| ECE320 | Speech and Language Development | 3 |
| ECE405 | Methods of Teaching Preprimary Language Arts, Art, Music, and Movement | 3 |
| ECE406 | Methods of Teaching Preprimary Social Studies, Science, Mathematics | 3 |
| MHE481 | Theory and Methods of Teaching Primary Grade Mathematics | 3 |
| RLL481 | Theory and Methods of Teaching Primary Reading and Language Arts | 3 |
| CIS481 | Methods of Teaching Primary Social Studies | 1 |
| SCE481 | Methods of Teaching Primary Science | 2 |
| SPE300 | Survey of Exceptional Children | 5 |
| ECE460 | Half-Day Pre-Primary Student Teaching | 7 |
| ECE470 | Full-Day Primary Student Teaching | 14 |
| (one student teaching experience in preprimary, one student teaching experience in primary.) | | |

* These classes may not be waived nor will transfer credit be accepted. Each class includes 35 documented preclinical hours. These may be done in a variety of sites. A limit of 10 quarter hours of transferred practicum credit may be applied toward the degree.

Psychology/Human Development Standard Teaching Concentration Major 45 QH

All Early Childhood Education students are required to have a standard teaching concentration consisting of 30 QH in Psychology/Human Development. Fifteen quarter hours must be upper-level. Or, students may choose a double major in Early Childhood Education and Psychology/Human Development. In addition to the Early Childhood professional education requirements, students in the double major must take a total of 45QH of coursework in Psychology/Human Development. Of that 45QH, 25QH must be upper-level credit, with a minimum of 15QH in residence at National-Louis University.

NOTE: Tests on the U.S. and Illinois Constitutions must be passed to renew any teaching certificate, unless the tests have previously been passed. These tests are offered within a one hour course (LAS320) and students may register for this if they have not met the test requirements.

Elementary Teacher Education Program (B.A.)

This program is approved by the Illinois State Board of Education for kindergarten through 9th grade (middle school/junior high school).

Minimum Required Credit for Degree 180 QH

General Studies Requirements 84 QH

Language Arts

| | |
|---------------------|----|
| Two writing courses | 10 |
| Speech course | 5 |

Humanities

| | |
|--------------------------------|---|
| Introduction to Art | 2 |
| Introduction to Music | 2 |
| Literature course | 5 |
| Humanities elective | 4 |
| U.S. History | 5 |
| Survey of the English Language | 5 |

Science

| | |
|--|---|
| Biological Science | 5 |
| Physical Science | 5 |
| Two Science electives | 8 |
| (At least one of the above must be a laboratory science) | |

Mathematics

| | | |
|--------|------------------|---|
| LAM110 | College Math | 5 |
| LAM112 | Concepts of Math | 5 |

| | |
|---------------------------------|---|
| American Government course | 5 |
| Non-Western Culture elective | 5 |
| Developmental Psychology course | 5 |

Health and Physical Development

| | |
|--|---|
| PEA100 Science of Health and Nutrition | 3 |
|--|---|

Standard Teaching Concentration
 (See concentration options list on page 123.) 30 QH

Foundations in Education Requirements (Prerequisites for admission to College of Education) 54 QH

| | | |
|--------|---|-----|
| ELE200 | Practicum I | 2 |
| ELE315 | History and Philosophy of Education | 3-5 |
| TIE300 | Introduction to Technology in the classroom | 3 |
| EPS301 | Educational Psychology for Teachers | 3 |
| SPE300 | Survey of Exceptional Children | 5 |
| ELE220 | Methods of Drama or | |
| ELE222 | Methods of Art or | |
| ELE224 | Methods of Music | 2 |

and**Professional Education Requirements**

| | | |
|---------|---|---|
| CIS480A | Methods of Teaching Social Studies | 4 |
| MHE480A | Methods of Teaching Mathematics | 4 |
| RLL480A | Methods of Teaching Reading & Language Arts | 5 |
| SCE480A | Methods of Teaching Science | 3 |

and**Student Teaching**

| | | |
|--------|------------------|----|
| ELE450 | Practicum II | 4 |
| ELE460 | Practicum II | 4 |
| ELE470 | Student Teaching | 12 |

To meet certification requirements, general studies must total 114 QH and specific certification area requirements must be met.

A maximum of nine semester hours (13 QH) of professional education coursework may be considered for transfer from a community college. To meet degree requirements, a minimum of sixty quarter hours must be taken at National-Louis University.

Prior to entry into student teaching, students must complete a minimum of 100 clock hours of preclinical experience.

The Professional Assistant Center for Education (PACE)

The Professional Assistant Center for Education is a special noncredit, nondegree two year postsecondary program for young adults with learning disabilities. The program is unique in that it is designed to prepare these young adults to work as preschool teacher aides or as aides in human services programs. The program focuses on training that encompasses the cognitive aspect of the intellect.

There are three components to the curriculum. The first is the professional training necessary to work as an aide. The second focus is on independent living skills and the third is on the development of age-appropriate social skills.

Graduate students in learning disabilities and behavior disorders may choose to do their practicum in student teaching under supervision at PACE. Students are welcome to observe at PACE as part of their clinical experiences required for certain courses.

School Nurse Certification Program

Please see page 33 of this catalog.

Course Descriptions

This section provides descriptions of all courses given by National College of Education in the undergraduate preservice teacher education programs. The courses are listed in alphabetical and numerical order.

Numbering System

100-299 Lower undergraduate courses

Courses with these numbers are for undergraduate students (freshmen and sophomores). They carry no graduate credit, although graduate students may be admitted to such courses in order to make up prerequisites or to gain a foundation for advanced courses.

300-499 Advanced undergraduate courses

Courses with these numbers are for advanced undergraduate students (juniors and seniors). They constitute the advanced portion of an undergraduate program leading to the bachelor's degree. A 400-level course may be taken for undergraduate credit or graduate credit, upon approval of the student's departmental advisor and the department offering the course.

First three alpha designations are codes for department or discipline. Fourth character indicates level.

Department/Discipline Codes

CIC-Curriculum and Instruction - Core
 CIH-Curriculum and Instruction - Humanities
 CIL-Curriculum and Instruction - Language Minority Education
 CIS-Curriculum and Instruction - Social Studies
 ECE-Early Childhood Education
 ELE-Elementary Education
 EPS-Educational Psychology
 MHE-Mathematics Education
 RLL-Reading and Language - Literacy
 RLR-Reading and Language - Reading
 SCE-Science Education
 SPE-Special Education
 TIE-Technology in Education

490 Independent Study

Provides undergraduate students in degree or certificate programs an opportunity to pursue advanced scholarly study in special areas where they seek further information or to investigate a practical problem in their area of professional interest. Special forms, obtained in the Registrar's Office, must be completed and are required for registration.

495 Special Topic

Special topic courses are developed to meet emerging learning needs. The specific topic is indicated on the transcript. There is no limit on the number of 495 courses which can apply to the degree, although each topic may be taken only once.

499 Seminar

Library research, discussions with peers and instructors, and field work in a selected area of interest.

CIH481 Theory and Methods of Teaching Art

Professional course in teaching art in the elementary school. Students research theories of art education and develop a complete K-9 elementary school art curriculum. Topics include: organizing an art center, classroom management, and ordering art materials and equipment resources for an art teacher. Attention given to content not treated in CIE 222. (Required for art concentration.) Prerequisite: Permission of Art Department. 3 quarter hours

CIM300 The Middle School, an Overview

Examines how the unique developmental characteristics of the 10-14 year old young adolescent influences the philosophy of middle level education and builds the foundation for the middle level schooling process. The class examines this developmental response to middle school practices as it prepares the middle level educator for the multifaceted role as a facilitator, counselor, guide, and collaborator. Prerequisite: Must be taken before CIM302, but can be concurrently with CIM302. 5 quarter hours

CIM301 Middle School Curriculum

The emerging adolescents and how their unique developmental characteristics impact middle level curriculum is expanded. The process of curriculum development, needs assessment, affective/effective experiences and how these percepts can be applied to the student's own middle level situation. Curricular programs designed by each student is part of this course. Prerequisite: CIM300 or consent of instructor, but can be taken concurrently with CIM300. 5 quarter hours

CIS480A Methods of Teaching Social Studies

This course is focused on theory, curriculum, methods and materials pertaining to the teaching of Social Studies in the elementary classroom. (Five hours of field experience.) 4 quarter hours

CIS481 Theory and Methods of Teaching Primary Social Studies

This course is designed to give an overview of the appropriate theory, methods and materials relating to the teaching of social studies in the K-3 classroom. (Includes 3 hours of field experience.) Prerequisite: Admission to the National College of Education. 1 quarter hour

| | |
|---------------------------------|---|
| American Government course | 5 |
| Non-Western Culture elective | 5 |
| Developmental Psychology course | 5 |

Health and Physical Development

| | | |
|--------|---------------------------------|---|
| PEA100 | Science of Health and Nutrition | 3 |
|--------|---------------------------------|---|

Standard Teaching Concentration
 (See concentration options list on page 123.) 30 QH

Foundations in Education Requirements (Prerequisites for admission to College of Education) 54 QH

| | | |
|--------|---|-----|
| ELE200 | Practicum I | 2 |
| ELE315 | History and Philosophy of Education | 3-5 |
| TIE300 | Introduction to Technology in the classroom | 3 |
| EPS301 | Educational Psychology for Teachers | 3 |
| SPE300 | Survey of Exceptional Children | 5 |
| ELE220 | Methods of Drama <u>or</u> | |
| ELE222 | Methods of Art <u>or</u> | |
| ELE224 | Methods of Music | 2 |

and**Professional Education Requirements**

| | | |
|---------|---|---|
| CIS480A | Methods of Teaching Social Studies | 4 |
| MHE480A | Methods of Teaching Mathematics | 4 |
| RLL480A | Methods of Teaching Reading & Language Arts | 5 |
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 SCE-Science Education
 SPE-Special Education
 TIE-Technology in Education

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Library research, discussions with peers and instructors, and field work in a selected area of interest.

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CIM301 Middle School Curriculum

The emerging adolescents and how their unique developmental characteristics impact middle level curriculum is expanded. The process of curriculum development, needs assessment, affective/effective experiences and how these percepts can be applied to the student's own middle level situation. Curricular programs designed by each student is part of this course. Prerequisite: CIM300 or consent of instructor, but can be taken concurrently with CIM300. 5 quarter hours

CIS480A Methods of Teaching Social Studies

This course is focused on theory, curriculum, methods and materials pertaining to the teaching of Social Studies in the elementary classroom. (Five hours of field experience.) 4 quarter hours

CIS481 Theory and Methods of Teaching Primary Social Studies

This course is designed to give an overview of the appropriate theory, methods and materials relating to the teaching of social studies in the K-3 classroom. (Includes 3 hours of field experience.) Prerequisite: Admission to the National College of Education. 1 quarter hour

128 ECE202 Developmental Theory and Practice

This course provides the connection between theories used in early childhood education and appropriate practices in early childhood programs. Health, nutrition, and safety issues, group management strategies, individualized planning, and multicultural techniques for infant/toddler, preprimary, and primary aged children are explored. Current research will be examined and appropriate field assignments will be included. Prerequisites: A developmental psychology. *5 quarter hours*

ECE205 Child Study I: Infant and Toddler

This course provides an introductory exposure to the Early Childhood profession, allowing students to observe and participate in developmentally appropriate programs for infants and toddlers. Thirty-five hours of guided classroom participation are required. Personal professional reflection and growth is facilitated through journal records, seminars, and written assignments. *2 quarter hours*

ECE206 Child Study II: Preprimary

This course provides an introductory exposure to the Early Childhood profession, allowing students to observe and participate in developmentally appropriate programs for preprimary children. Thirty-five hours of guided classroom participation are required. Personal professional reflection and growth are facilitated through journal records, seminars, and written assignments. *2 quarter hours*

ECE207 Child Study III: Primary

This course provides an introductory exposure to the Early Childhood profession, allowing students to observe and participate in developmentally appropriate grades for primary children. Thirty-five hours of guided classroom participation are required. Personal professional reflection and growth are facilitated through journal records, seminars and written assignments. *2 quarter hours*

ECE310 Child, Family, Community

This course defines working with parents, resources and programs for community-family-school cooperation, and explores multi-cultural and antibias issues. (5 hours of field experiences). *5 quarter hours*

ECE315 History and Philosophy of Early Childhood Education

This course is the study of the ideas and individuals making significant contributions to Early Childhood education. The course will include observations of current programs designed to exemplify particular philosophical points of view, including Montessori, Piaget, traditional nursery school and public school practice. (5 hours of field experience) *5 quarter hours*

ECE320 Speech and Language Development

This course provides a basic understanding of the nature of speech and language and the processes by which they develop in children from birth through eight years of age. Attention to normal developmental patterns and their relation to cognitive and social development. Examines speech and language development as a foundation for academic success, in particular

reading and literacy, problem solving and inquiry. Activities and strategies for intervention in the classroom are included. Field assignments appropriate for preclinical hours are included. Prerequisite: Psychology of Early Childhood or equivalent developmental psychology course. *3 quarter hours*

ECE325 Administration, Supervision and Staff Development of Early Childhood Programs

Designed to help nursery school and day care center administrators and those in leadership roles relating to early childhood programs. Survey of standards, licensing, development, and management of budgets. Emphasis on parent and community relationships with center programs as well as curriculum and staff development. Prerequisite: Experience in a day care center, or consent of instructor. *5 quarter hours*

ECE390 Early Childhood/September Field Experience (0qh)**ECE405 Methods of Teaching Preprimary Language Arts, Art, Music, and Movement**

A survey of instructional theory, methods and materials for teaching language arts, art, music and movement to young children. Students will examine the critical components underlying effective instructional methodology, including understanding the instructional implications of developmental and individual characteristics of children, the importance of play as a learning process, the active and constructive nature of early learning, and the various teaching roles and strategies involved in working with infants, toddlers and preschool aged children. Special attention is given to the nature of the creative experience and the importance of aesthetics and self-expression. Students will identify, select, demonstrate, and evaluate appropriate materials and experiences for children in each of the content areas. Students will practice writing and evaluating integrated curricula and lesson plans, discuss strategies for mainstreaming special needs children, and will be encouraged to become more aware of the cross-cultural and ethnically diverse richness of cultural creative expression. Preclinical experiences are included in each area. Prerequisites: Admission to the College of Education. *3 quarter hours*

ECE406 Methods of Teaching Preprimary Social Studies, Science, Mathematics

A survey of instructional theory, methods and materials for teaching mathematics, science, and social studies to young children. Students will examine the critical components underlying effective instructional methodology, including understanding the instructional implications of developmental and individual characteristics of children, the importance of play as a learning process, the active and constructive nature of early learning, and the various teaching roles and strategies involved in working with infants, toddlers, and preschool aged children. Students will identify, select, demonstrate, and evaluate appropriate materials and experiences for children in each of the content areas, practice writing and evaluating integrated curricula and lesson plans, and discuss strategies for mainstreaming special needs children. Preclinical experiences are included in each area. Prerequisites: Admission to the College of Education. *3 quarter hours*

ECE460 Student Teaching/Preprimary Half-Day/Early Childhood

This course provides a full morning or full afternoon in a preprimary classroom undertaking a planned sequence of roles and activities vital to the classroom teacher. Guidance and support is provided by an on-site cooperating teacher and visiting college supervisor. Required seminars help students increase teaching skills and reflect on good teaching practices. Prerequisite: Completion of methods courses and consent of the Department. *7 quarter hours*

ECE470 Student Teaching/Primary Full-Day/Early Childhood

This course provides a full-day experience of student teaching at the primary level. Required seminars deal with problems, issues, and concerns of beginning teachers. Successful completion of this experience is based on a wide variety of competencies including full responsibility for a classroom over an extended period during the quarter. This course should be the culminating experience of senior work. Prerequisites: Completion of methods courses and consent of the Department. *14 quarter hours*

ELE200 Elementary Education: Practicum I

An introductory course of directed observation and participation experiences in an elementary education setting (K-9 classroom) aimed at providing an overview of teaching and learning. The course integrates field-based experiences with on campus seminars. During the course, students must complete 40 preclinical hours at a specified school and meet for required seminars. Practicum I is an integral part of the professional sequence. This course is a prerequisite for admission to National College of Education (must be concurrent with EPS301). Prerequisites: none. *2 quarter hours*

ELE220 Methods in Arts Education/Drama

Methods in Arts Education/Drama is designed to introduce students to drama as a mode of teaching. Students are introduced to dominant trends, strategies, and forces in the area of creative drama. The course culminates in students researching, designing, and leading a curriculum-related drama lesson for use in the elementary classroom. Prerequisites: none. *2 quarter hours*

ELE222 Methods in Arts Education/Art

Focus on theory, curriculum, and methods of instruction in art and on approaches to relating art to other areas of the curriculum. Prerequisites LAA110. *2 quarter hours*

ELE224 Methods in Arts Education/Music

Integrated approach to methodology, curriculum development and resources for the elementary school music program, combined with a study of the basic elements of music and their practical applications to the teaching of music by the classroom teacher. Prerequisite: LAU110. *2 quarter hours*

ELE315 History and Philosophy of Education

Focus on the history of ideas, individuals and events that have influenced the curriculum, organization, policies, philosophies and practices of schools in the United States. The variable credit option allows students to pursue the historical and philosophical background of a specific issue in education in greater depth. 3QH required for certification. Prerequisite: none. *3-5 quarter hours*

ELE444 Classroom Management

This course is designed to explore current practices in classroom management. Various aspects affecting student behavior will be considered, such as cultural and family background, classroom standards of behavior, classroom environment, instructional organization, school policies, the rights and responsibilities of students, parents and teachers and approaches to classroom management. Prerequisite: Admission to National College of Education. *5 quarter hours*

ELE 450 Elementary Education: Practicum II & Seminar

An advanced course integrating field experience, on-campus seminar, and methods courses. The Practicum II student completes 150 preclinical hours of mentored observation and participation in an elementary/middle school classroom. This field experience and seminar are the first in two consecutive quarters of field experience and integrated coursework. The concurrent field experience and university study provide an opportunity to bridge theory and practice. The students meet weekly in seminar to explore and analyze their varied experiences and broaden their base of professional knowledge prior to student teaching. Prerequisites: Admission to National College of Education. *4 quarter hours*

ELE 460 Elementary Education: Practicum III & Seminar

Practicum III is an advanced course that continues the integration of field experience, on-campus seminar, and methods courses. Practicum II and Practicum III are consecutive pre-student teaching experiences that build toward student teaching. Through this three-term professional sequence, the student participates actively in a full academic year of elementary/middle school. The concurrent field experience and university study provide an opportunity to bridge theory and practice. In Practicum III, students evaluate and apply independently the concepts introduced in Practicum II and elaborated in Practicum III. Prerequisite: Admission to National College of Education, successful completion (Grade of C or better) of ELE 450 Elementary Education: Practicum II & Seminar, and successful completion of methods courses taken concurrent with Practicum II. *4 quarter hours*

ELE470 Student Teaching

Full-day clinical experience for a minimum of ten weeks; typically spent at a grade level and in a school environment different than that of the Practicum II/III. With the help of a school-based cooperating teacher and a university- or school-

- 130 based supervisor, students develop the knowledge, skills, and attitudes necessary for independent responsibilities as a first-year classroom teacher. Students meet regularly in required university seminars to discuss and analyze their experiences. This is the culmination of the preparation program and represents TERM III of the Professional Sequence. Prerequisites: Admission to the National College of Education and successful completion (grade C or better) of RLL480A, MHE480A, SCE480A, CIS480A and ELE450 and ELE460. *12 quarter hours*

**ELE483 Workshop/Elementary Education/
Contemporary Issues.**
1-6 quarter hours

ELE492 Workshop/Education Methods
1-6 quarter hours

ELE494 Independent Study/Elementary Education
1-6 quarter hours

ELE495 Selected Topics/Elementary Education
1-6 quarter hours

EPS 301 Educational Psychology for Teachers
The course is specially designed for the education major. Prospective teachers engage in understanding and developing a psychological view of the classroom. Social, emotional, and cognitive influences that shape the educational experiences of both students and the teacher are examined in light of recent research. Individual perspective is emphasized through readings, written assignments, and discussions. Educational Psychology for Teachers is required for admission to National College of Education and has concurrent enrollment with ELE 200 Elementary Education: Practicum I. Prerequisite: Elementary education major (minimum Sophomore standing) and on developmental psychology course. *3 quarter hours*

MHE480A Methods of Teaching Mathematics
This course, intended for students preparing to become certificated teachers (K-9), addresses methods, materials, and instructional issues in teaching mathematics in the elementary school. It is designed to help future teachers develop knowledge, skills, and beliefs that enhance their ability to teach mathematics to children. Ten hours of clinical experiences are required as part of the course. Prerequisite: Admission to the National College of Education. *4 quarter hours*

MHE481 Theory and Methods of Teaching Primary Mathematics

This course examines how primary grade school children learn mathematics while addressing instructional strategies and materials that promote meaningful learning. Emphasis on effective teaching will include lesson development, planning and management for hands on learning activities, and self-evaluation. Three hours of clinical experiences are required as part of the course. Prerequisite: Admission to the National College of Education. *3 quarter hours*

MHE485 Advanced Methods for Teaching Middle School Mathematics

This course builds upon methods of teaching general elementary school mathematics through an in-depth focus on the curriculum, methods, materials, and issues involved in teaching mathematics in the middle grades. This fulfills the methods course requirement for the state endorsement in middle school mathematics on the type 03 (K-9) certificate. Prerequisite: MHE480 or course equivalent. *5 quarter hours*

RLL480A Methods of Teaching Reading and Language Arts

Integrated approach to theory, curriculum, methods and materials for literacy instruction (reading and language arts instruction) in the elementary school (K-9). Ten hours of clinical experiences with children in school included. Prerequisite: Admission to National College of Education. *5 quarter hours*

RLL481 Theory and Methods of Teaching Primary Reading and Language Arts

Integrated approach to theory, curriculum, methods and materials in related areas of reading and language arts in the K-3 classroom. Clinical experience with children of this age will be required. Prerequisite: Admission to the National College of Education. Includes 3 hours of field experience. *3 quarter hours*

RLL482 Theory and Methods of Teaching Language Arts

An examination of the rationale underlying a student-centered curriculum with an emphasis on effective instructional strategies to integrate reading, writing, speaking, listening, informal role playing, and performing texts across the curriculum. Special attention given to language learning in multi-cultural environments and ways to facilitate transitions from a heritage dialect or language to standard English. Attention given to content not treated in RLL 480A. *5 quarter hours*

RRL460 Internship: Individualized Instruction in Reading and Language

This course provides firsthand experience in applying theoretical and practical knowledge relating to literacy development. Participants are assigned to an individual student or small group of students in a clinical, classroom or other instructional setting and are mentored in the design, implementation and evaluation of appropriate literacy instruction. *0-5 quarter hours*

SCE480A Methods of Teaching Science

Integrated approach to theory, curriculum, methods, and resources for a K-9 science program; key components of this course are to teach science by doing it and to develop methods of integrating science throughout the curriculum. Five hours of clinical experiences are required. Prerequisite: Admission to National College of Education. *3 quarter hours*

SCE481 Theory and Methods of Teaching Primary Science

A survey of methods, materials, appropriate instructional activities for children in the earliest elementary grades (K-3) in the teaching of "the sciences." Three hours of clinical experiences are required. Prerequisite: Admission to National College of Education. *2 quarter hours*

SCE485 Advanced Methods for Teaching Middle School Science

This course builds upon the methods of teaching general elementary school science by providing an in-depth focus on the curriculum, methods, materials and issues involved in teaching science in the elementary and middle grades. Prerequisite: SCE480A/B or its equivalent. *5 quarter hours*

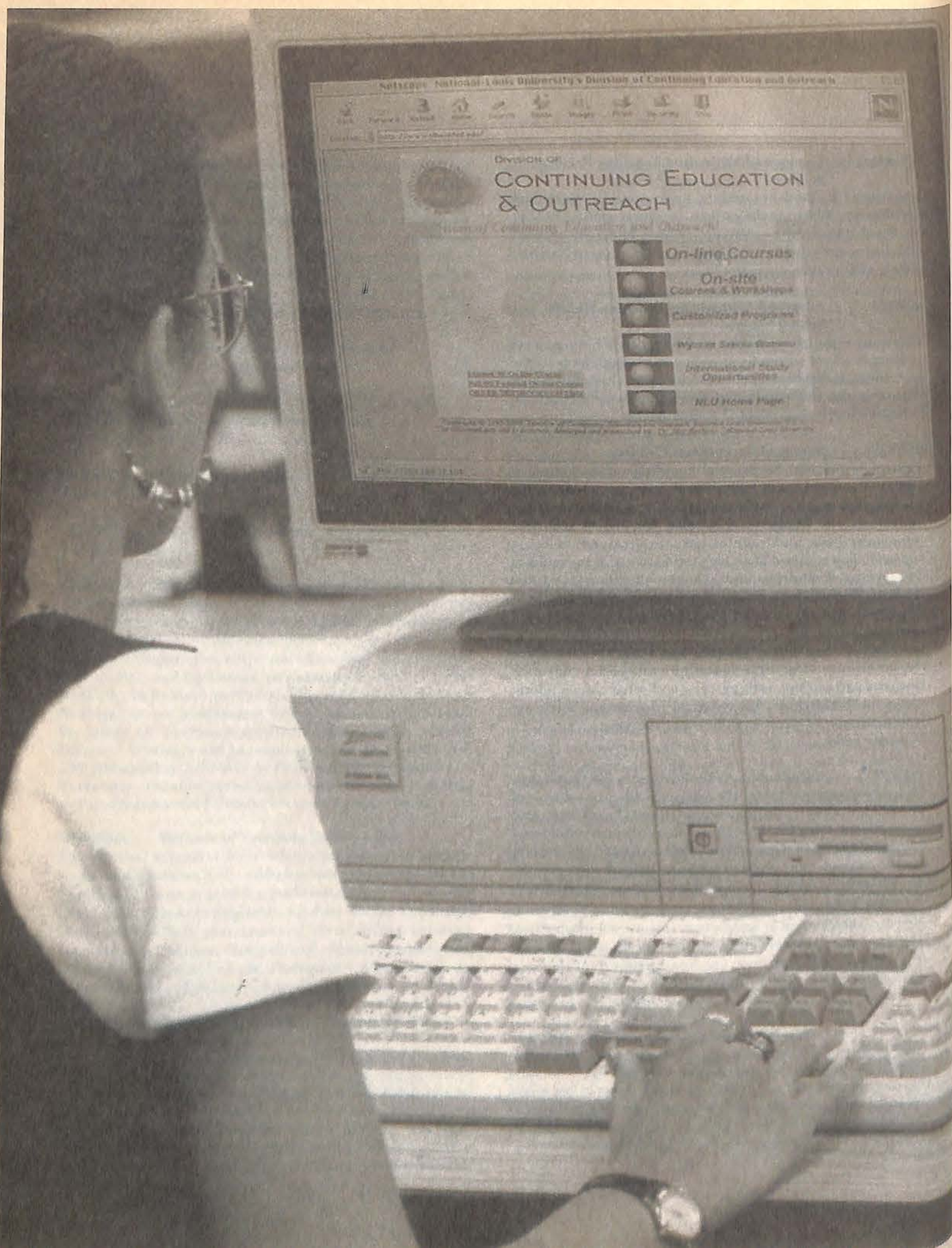
SPE300 Survey of Exceptional Children

This course provides fundamental knowledge of the historical, legal, philosophical, and instructional issues pertaining to the education of students with disabilities. Key components of the Individuals with Disabilities Education Act (IDEA) and other important laws and regulations are stressed. A basic understanding is gained of all high incidence--with an emphasis on learning disabilities and behavior disorders--and low incidence disabilities. A variety of assessment and instructional strategies are introduced. All types of classroom and intervention models are explored, including inclusive, co-teaching, mainstream, resource and self-contained. The responsibilities of general education and special education teachers, partnerships with parents, and collaborative reform issues are highlighted. Five clinical observation hours are required as part of this course. Prerequisites: none.

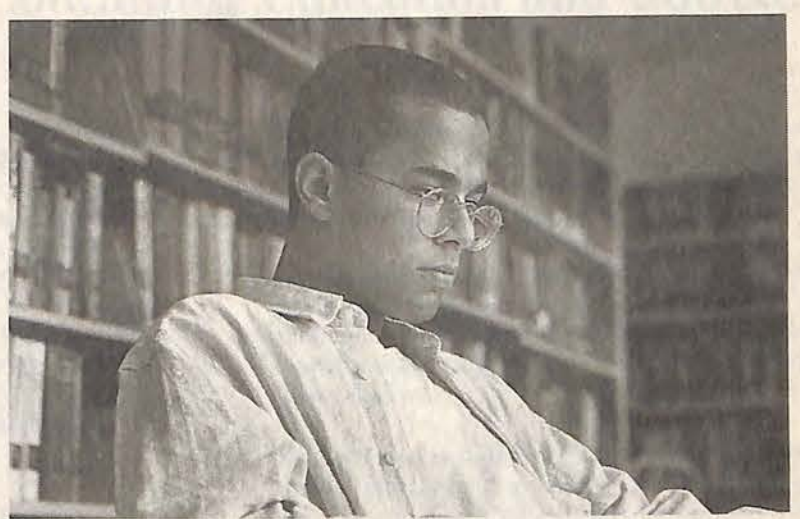
5 quarter hours

TIE300 Introduction to Technology in the Classroom

This survey course provides the educator with a broad base of knowledge about application software, hardware, and instructional software through extensive demonstration and hands-on experience. Topics include software evaluation, teacher software tools, word processing, database management, spreadsheets, and telecommunications. Prerequisite: ELE200. *3 quarter hours*



Continuing Education and Outreach



Division of Continuing Education and Outreach

The Division of Continuing Education and Outreach (CE+O) views learning as a lifelong process. Educational opportunities offered through the division provide the means for individuals to pursue their academic goals, enhance their professional development, and expand their interests. Through its workshops, courses, customized training programs, and on-line offerings, CE+O brings the University's academic strengths and expertise into the community and the workplace. CE+O's offerings cover a wide range of academic and practical subjects and are scheduled to accommodate the lifestyle of busy adults. Graduate and undergraduate credit, as well as the Continuing Education Unit, may be provided.

CE+O serves the University and external communities in six areas:

- *Quarterly Series of Courses and Workshops:* These offerings are designed to serve professional communities primarily in human services, education, adult education, and business. Offerings in this series may help individuals meet professional requirements for certification, licensure or other credentials. They also enhance NLU degree programs by providing students with specialized topics to support their program studies. They are delivered on campus and at designated sites in the community.
- *Workplace Instruction and Training:* Customized instruction is delivered to employees and managers in businesses, corporations, government, community agencies, and associations and organizations. Focusing on skills training, computer applications, language acquisition, human services training, and childcare, these instructional modules are designed to meet the specific educational needs of the organizations in which they are delivered.
- *District Programs:* Graduate courses and faculty development workshops are delivered in public school districts to teachers. These are tailored to meet the learning needs of the faculties.
- *International Projects:* These projects include study travel outside the United States for graduate and undergraduate students as well as new international ventures that bring NLU's educational expertise to other countries.
- *Special Projects and New Initiatives:* CE+O seeks grants, contracts and sponsorship for opportunities to serve the community through specific outreach efforts. In addition, the division may develop and implement the trial of new initiatives on behalf of the University or one of its colleges.
- *Internet On-line Course Series:* This course series, pioneered by CE+O, is the University's only Internet instructional opportunity offered entirely on-line and requiring no residency. The series offers asynchronous credit-bearing courses that a student may access from a computer anywhere in the world.



General Information

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Admission

The admission process at National-Louis University is designed to insure that students' needs are properly identified and matched to appropriate degree programs. The admission process seeks to consider individual students through a personalized review which takes into account prior academic record, personal and professional achievement, and student goals and objectives.

National-Louis University enrolls a diverse student population. Through academic and other support services, every effort is made to create environments which promote student success and achievement and reflect the diversity of the student population.

There is no specific deadline by which applicants must apply. However, on-campus students must officially register for courses in the current quarter/term at the current tuition rate before they sit or participate in class; field students must officially register in the current term with the cohort group that begins in that term. For individuals seeking financial assistance, it is to their advantage to apply early. Once an application for admission is received, it is acted upon promptly. Applicants can usually expect a reply to their application within two weeks of its completion.

Program Admission

Many programs have specific admission requirements. **Admission to the University does not guarantee admission to the program of your choice.** Please consult the appropriate program section of this catalog for admission criteria and specific procedures for application.

Freshman Admission

Freshman students are high school graduates who are first-time college attendees. Applicants should be high school graduates in the top half of their graduating class. Applicants must submit results of a college entrance examination, either the ACT or SAT, and should have achieved a minimum composite score of 19 on the ACT or combined verbal and mathematics score of 750 on the SAT. Some students who do not meet these criteria may be admitted on a provisional basis (see High Potential Students). Precollege entrance examinations may be waived for freshmen applicants age 21 and older.

The following list outlines specific application requirements:

1. Completed application.
2. Application fee (nonrefundable).
3. Scores from the ACT or SAT.
4. Official high school transcript showing graduation date and rank in class. Applicants who have received a high school graduation certificate as a result of having taken the General Educational Development Test (GED) may also be considered for admission. Admission for GED recipients will be on a provisional basis.

5. Applicants to certain Allied Health and Human Services programs must submit two letters of recommendation, preferably including one from the applicant's high school counselor (used for the admission decision and then destroyed). Check with your enrollment representative about this requirement.

Personal interviews, though not required for regular admission, are strongly encouraged.

Transfer Admission

Entering students who have earned 15 quarter hours or more of credit at another accredited college or university are considered transfer students. Transfer students are required to have a 2.0 grade point average on a 4.0 scale (C average) and to be in good standing at the college previously attended. Applicants with less than a 2.0 average may be considered for provisional admission—see High Potential Students.

Transfer applicants are asked to submit the following application materials to the Office of Admission.

1. Completed application form.
2. Application fee (nonrefundable).
3. Official transcripts from all colleges and universities attended.
4. Proof of high school graduation is required of transfer students entering with fewer than 15 quarter hours of transferable credit.
5. Applicants to certain Allied Health and Human Services programs are required to submit two letters of recommendation. Letters of recommendation should address the applicant's academic and professional promise. Check with your enrollment representative about this requirement.

Personal interviews, though not required for regular admission, are strongly encouraged.

All new undergraduate students at National-Louis University are required to complete skills assessment prior to registration. These assessments are specifically designed to help place students in the appropriate courses to ensure academic success. Testing is ongoing throughout the year and is administered by the Center for Academic Development (CAD).

High Potential Students

It has been the experience at National-Louis University that a change in a student's learning environment may make a change in his or her academic performance. Therefore, applications are considered from students who do not meet the admission criteria described above. Such students may be admitted on a provisional basis and referred for appropriate assistance to the Center for Academic Development or other academic and student support services.

Criteria used in determining admissibility could include work experience, demonstrated leadership in community or extracurricular activities, motivation and attitude toward

140 learning, and career objectives. In addition, applicants must submit at least one letter of support reflecting their academic work or ability. A personal interview is required. Some students may be asked to sit for the University's Skills Assessment prior to admission and the results of these tests will be used as a basis for the admission decision.

Unclassified Students

Students who, for valid reasons, cannot complete the application file before registration may be allowed to enroll as Unclassified Students. In all cases, the student must have on file a completed Application for Admission. Permission to enroll in the Unclassified Status is given by the Director of Undergraduate Admissions and Records. Students may attend in the Unclassified Status for one term only. It is the applicant's responsibility to make certain that the admission requirements are completed well before the end of the first term of enrollment. While enrolled in the unclassified status, students are not eligible for financial assistance.

Non-degree Status (Visiting Students)

Students may apply for enrollment in Non-degree Status if they do not wish to pursue a degree or credential, but intend to have credits received from the University transferred elsewhere, or desire to take courses for personal enrichment only. Course work taken as a non-degree student is not generally applied to degree programs at the University. Students in this status may not advance register. No amount of course work taken while on Non-degree Status will assure a student of admission. Requests for permission to enroll in this status should be addressed to the Director of Undergraduate Admissions and Records. Students enrolled in the Non-degree Status are not eligible for financial assistance.

Students Whose Previous Academic Work Was Not in the United States

U.S. citizens or resident aliens whose previous academic work was not in the United States must present proof of secondary school completion or scores on a federally approved standardized test.

The University may require a certified English translation of such documents as well as an evaluation by one of several approved foreign credentials evaluation services.

Admission of Veterans

National-Louis University is approved for benefits for the education of veterans, active duty service personnel, disabled veterans, and qualified dependents (widows, war orphans, etc.). In most of our locations, veterans who seek admission should follow the regular admission policies, but should also contact the Veterans Affairs Coordinator in the Registrar's Office at the student's home campus. This should be done as early as possible to expedite handling of applicants' VA forms and counseling. Veterans must be admitted to qualify for benefits.

International Student Admission

Residents of foreign countries who desire to study at National-Louis University must satisfy the following requirements before the I-20 can be issued:

1. Application for admission accompanied by
2. Application fee (nonrefundable).
3. Official transcripts from all secondary schools, colleges and universities attended (English translation and official educational credential evaluation of such documents must be provided).
4. Financial affidavits showing ability to meet all financial responsibilities, including transportation costs, round-trip and summer costs, and certification that return fares are on deposit.
5. Two letters of recommendation (for applicants to certain Allied Health and Human Services programs only).

Readmission

Applicants who have previously been granted admission to National-Louis University, but have been away from the University for one term or more, excluding the summer session or an approved leave of absence, must reapply. The following is required:

1. Application for Readmission (no fee)
2. Official transcripts of any college work taken since leaving the University, as well as a statement by the applicant concerning work, educational activities and any other information relevant to readmission must be submitted.

Students who are eligible for readmission may return with the same academic status as when they left. Students who were dismissed for reasons of academic ineligibility may apply for readmission after 2 quarters of nonenrollment. Petition for reinstatement should be directed to the Director of Undergraduate Admissions and Records who will forward the petition to the governance unit designated by the respective college to deal with student appeals.

Students are subject to degree requirements in effect at the time of readmission.

Course enrollment may be limited if the student is required to complete "In-Progress" courses from a previous term or the student is on warning or probation.

Enrollment Requirements

Upon receipt of an offer of admission, the following are required from the accepted student:

1. A tuition deposit of \$75 reserves a place in the student body, confirming the student's intention to enroll at National-Louis University. This deposit is applied directly to the student's first term of enrollment.

The tuition deposit is nonrefundable, except under 3-day right of cancellation in those states which have a consumer right of rescission law. However, should a student decide to postpone enrollment, the tuition deposit remains on account and may be used for later terms.

2. Housing/board contracts are mailed to applicants who indicate interest in living in the residence hall. To be assured of a room reservation, the contract should be returned with a nonrefundable \$50.00 room deposit by July 30 for Fall Term enrollment.

3. Freshman applicants must request their high schools to send final transcripts including eighth semester grades and indication of high school graduation.

4. Applicants with coursework in progress at another college or university must submit an official transcript of the completed coursework before enrollment.

Students seeking transfer from an Illinois community college have available in their counseling offices information concerning transfer credit for the general studies requirements and for certain degree programs where individual specific articulation agreements have been defined. Transfer advising is also available through the University Office of Student Enrollment to assist in community college course planning. All students intending to transfer after registration at another college or university are advised to contact an Enrollment Counselor for assistance in schedule planning prior to enrollment at National-Louis University.

The Student Right-To-Know and Campus Security Act

Information related to "The Student Right-To-Know and Campus Security Act" is available to all prospective students and their parents on request through the Office of Student Affairs.

Types of Credit

Transfer Credit

All bona fide college level courses, appropriate to the program to be pursued, may be applied toward National-Louis University's undergraduate degree programs if the courses are normally applicable to a baccalaureate program; if courses were taken at a regionally accredited college; and if the student received a "C" grade or better.

Evaluation of transfer coursework toward specific degree program requirements is done by the Registrar's Office in consultation with the departments and divisions. There may be limits to the acceptance of lower level credit, technical credit, prior learning credit, etc., according to the specific degree program.

Provisional admission may be granted to students who desire to transfer credit from institutions without regional accreditation but with a Council on Recognition of Postsecondary Accreditation (CORPA) recognized accreditation. Upon successful completion of one term enrollment as a full-

time student (minimum of 12 quarter hours) with grades of "C" or better or "P" for all courses attended at National-Louis University, such students may be granted full admission. All credit considered of appropriate level, content and applicability to the degree program being pursued, may be accepted for transfer, according to established admissions standards.

U.S. citizens or resident aliens whose previous academic work was not in the United States are asked to obtain official transcripts documenting their work. Certified English translations of such documents must be furnished. In addition, students must submit their foreign credentials to one of several approved foreign credentials evaluation services. Credit will be awarded only after official documents and the foreign credential evaluation service report have been received.

The approved foreign credential evaluation services are listed below:

Educational Credential Evaluators, Inc.
P.O. Box 5787
Milwaukee, WI 53217
Tel. 414/289-3400

World Education Services, Inc.
P.O. Box 11623
Chicago, IL 60611-0623
Tel. 312/222-0882

Consultancy on International Education
P.O. Box 2792
Champaign, IL 61825-2792
Tel. 310-390-6276

Credit may also be granted for credit recommendations made by the American Council on Education. This includes their military evaluations program and Program on Noncollegiate Sponsored Instruction (PONSI).

Transfer Credit Policy for Satisfactory/No Credit and Pass/Fail Credit

Transfer course(s) with "pass" or "satisfactory" grades will be accepted by National-Louis University, providing the institution issuing the grade has verified the level of competence required of the student to be equivalent to a "C" or better.

Credit by Portfolio

Credit by portfolio is possible at National-Louis University in some programs. Portfolios are prepared by students to demonstrate their prior or extracurricular learning. Student learning outcomes are assessed and credit granted by content-area experts in accordance with policies established by the faculty and guidelines for the evaluation of prior or extracurricular learning recommended by the Council for Adult and Experiential Learning (CAEL) and the American Council on Education (ACE). Fees are charged to cover the cost of evaluations. A maximum of 60 quarter hours of credit by portfolio may be applied toward the baccalaureate degree.

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National-Louis University awards credit to students who have achieved acceptable scores on the Advanced Placement (AP), the American College Testing Program (ACT-PEP), the College Board's College Level Examination Program (CLEP), and the DANTES Subject Standardized Tests (DSSTs). The University has adopted the American Council on Education's (ACE) recommendations for acceptable score requirements and credit awards. CLEP and DANTES exams may be taken at NLU and are scheduled on a regular basis. Fees are charged to cover the costs of tests and administration.

Credit by Proficiency

Credit by proficiency is possible at National-Louis University for some National-Louis University courses. Students may attempt to demonstrate the required competencies in a course and receive credit for that course. The evaluation is completed by a faculty member in that content area. A fee is charged to cover the cost of administration.

Financial Aid

Through its extensive financial aid program, National-Louis University offers financial aid to qualified students who wish to defray part of their total educational expenses. *The University offers financial aid to students who have been admitted to the University.* Types of aid include grants, scholarships, loans, and student employment. A student must be enrolled as at least a half-time (6 quarter hour minimum) degree-seeking student, and meet all federal, state, and institutional requirements to be eligible for financial aid. All information on financial aid contained in this catalog is subject to changes or deletions without notification. For further details, please consult the Financial Aid Offices on the Evanston, Chicago, Wheaton, Wheeling campuses, or at any of the academic centers. The program in which one enrolls may dictate the sources of aid for which an applicant is eligible.

The majority of aid sources begin with a need analysis document. This document performs several functions: it acts as an application for federal, state and institutional aid and is designed to evaluate the family's ability to contribute toward the student's educational expenses. Many factors are taken into consideration, the income and assets of the student and/or parent(s) being the most important. The University requires applicants to file the Free Application for Federal Student Aid (FAFSA). These forms are available from secondary schools, the Student Enrollment Office and the Financial Aid Office on each campus and at each center. Applicants will receive a Student Aid Report four to six weeks after filing a need analysis document.

Once the expected family contribution has been established, it is subtracted from the cost of attending the institution; the difference represents the applicant's "need." It is the task of the Financial Aid Office to assist in meeting that need, using a number of different programs. These programs can be divided into two broad categories: gift aid and self help.

I. Gift Aid (Need-Based): Scholarships or grants that do not have to be repaid and are based upon financial need.

- A. Federal Pell Grant: The largest of the federal student aid programs with awards ranging from \$400 to \$3000 for three quarters within an academic year.
- B. State Grant: Illinois residents attending National-Louis University will be considered for the Monetary Award Program (MAP). Awards may range from \$150 to \$4320 for three quarters within an academic year. Again, the need analysis document will act as the application. In addition to being based on financial need, the Illinois Student Assistance Commission will determine eligibility for the award based upon when the applicant plans to enroll at the University and when the need analysis document is filed. Applicants outside Illinois should check with their state agencies to determine if their state offers awards to students wishing to attend out-of-state colleges or universities.
- C. National-Louis University Grant: Funded by the University to assist students in meeting financial need. The University has developed criteria to determine eligibility and amounts, which may vary annually.
- D. Federal Supplemental Educational Opportunity Grant (FSEOG): Funded by the federal government, these monies are administered to exceptionally needy students by the Financial Aid Office.

II. Self Help—Work and Loan Programs (Need Based)

- A. Federal College Work-Study Program (FWS). This federal program provides on-campus and off-campus community service jobs for students demonstrating financial need. Jobs are available in many departments. Wages are paid directly to the student and can be used to pay tuition and fees.
- B. Federal Perkins Loans (formerly National Direct Student Loans). This federal program provides need-based low interest (currently 5%) educational loans for students attending postsecondary institutions. The loan funds are credited directly to the student's account each academic term. Repayment begins nine months after the student graduates, leaves school, or drops below half-time status.
- C. Federal Subsidized Stafford Student Loans. A low interest loan offered by a lender such as a bank, credit union or savings and loan association. You must demonstrate a NEED for assistance. Repayment begins six months after the student graduates, leaves school or drops below half-time status.
- D. Self Help: Loan Programs. Special Note: You must first be accepted for admission to the University to have a loan application certified by the Financial Aid Office.
- E. Students enrolled in post-baccalaureate programs will only be eligible for consideration for loan assistance.

In addition to need-based aid, there are financial resources unrelated to financial need. Again these can be divided into gift aid and self help aid.

III. Gift Aid (Non Need-Based)

- A. Academic Scholarships: Full or partial tuition scholarships are available to freshman and transfer students based on previous academic work. Details of the application process and eligibility criteria are available from the Student Enrollment Office.
- B. Private Scholarships: Over the years many individuals and special-interest groups have provided monies to establish a number of private scholarships. To be eligible to apply, students must have attended National-Louis University for at least three quarters. Some of the awards have specific criteria, but in general, recipients must demonstrate academic achievement and involvement in on- and off-campus activities. Further details are available from the Financial Aid Office.

IV. Self Help—Work and Loan Programs (Non Need-Based)

- A. University Employment: The University offers an on-campus work program for those students who do not demonstrate financial need. Applications are available in the Financial Aid Office at the Evanston, Chicago, Wheaton or Wheeling campuses.
- B. Federal Unsubsidized Stafford Student Loan: This loan is not based on financial need. For dependent undergraduate students, this loan can be awarded in combination with the Federal Subsidized Loan to the following annual loan limits:

| | |
|---------------------------|---------|
| • 1st year | \$2,625 |
| • 2nd year | \$3,500 |
| • 3rd and remaining years | \$5,500 |

Independent undergraduate students may be awarded the following annual loan limits each academic year:

| | |
|--------------------------------|---|
| • 1st year | \$6,625 (at least \$4,000 in an Unsubsidized loan) |
| • 2nd year | \$7,500 (at least \$4,000 in an Unsubsidized loan) |
| • 3rd year and remaining years | \$10,500 (at least \$5,000 in an Unsubsidized loan) |

Repayment of interest begins 30 days after the first disbursement and can be capitalized by the lender. Repayment of principal follows six-month grace period after student drops below half-time enrollment.

- C. Parent Loan to Undergraduate Students (PLUS): This federal program was created to provide loan assistance to parents of dependent undergraduate students. The interest rate is variable and subject to change every July 1. As in the Stafford Student Loan Program, these loans are made by a lender such as a bank, credit union or savings and loan association. Parents may borrow up to the student's cost of education. (For more detailed information, contact the Financial Aid Office.)

In addition to the federal, state and institutional programs listed above, there are a number of other possibilities. Places of employment and labor unions may have programs to help pay educational expenses. Foundations, religious organizations, community organizations and civic groups are all potential sources. Veterans should check with the local Veterans Administration Office for benefit information.

The federal and state government and National-Louis University all require applicants to submit various documents. Applicants should ensure that such requests are quickly and accurately answered to prevent a delay in processing. For a complete description of the required financial aid application forms, please contact the Financial Aid Office at the campus or center you wish to attend.

Once all required application forms have been received, the Financial Aid Office will send an award letter detailing the awards and dollar amounts for which the student is eligible. A change in number of hours enrolled may result in a change to the Financial Aid Award. There is no financial aid available for those enrolling for less than 6 quarter hours per quarter.

All financial aid recipients are required to reapply for financial assistance each year. Every effort will be made to maintain assistance commensurate with the student's need and consideration will be given to changes in family circumstances.

Deferments

Once a student is registered on at least a half-time basis, the student's outstanding student loans may be deferred. A deferment form should be requested from the lender or the loan service. Consolidated loans may not have this option. The form should be submitted to the Registrar's Office after the first week of classes. Enrollment certifications are completed and returned to the lending institution after the add/drop period. Deferments for undergraduate students are completed each term.

Standards of Satisfactory Progress for Eligibility for Financial Assistance at National-Louis University**General Policy Statements**

- A. The same policies apply for all financial assistance programs (federal, state and institutional) administered at NLU.
- B. These standards of satisfactory academic progress apply only to eligibility for financial aid, and not necessarily to eligibility for continuation at the University, or for readmission to the University.
- C. Students whose progress is reviewed and considered to be unsatisfactory will be declared ineligible for all types of financial aid (federal, state and institutional).
- D. An appeals board will consider cases where mitigating circumstances exist which may have prevented satisfactory academic progress.

144 Policy Statement—Qualitative Measure

- A. To maintain eligibility, a student must complete each term of undergraduate enrollment and receive A, B, C, D, P or X grades in at least 50% of courses attempted and maintain a cumulative GPA of 2.00. "Courses attempted" include withdrawals (WW, WS, WU or WN), in-progress evaluations (I) and N and U grades. Students who fail to meet this standard shall be given the status of "Financial Aid Academic Warning." They will then be notified of the terms for continuation or loss of their financial aid eligibility. **Note:** Students admitted on a provisional status to the University will be placed on "Financial Aid Academic Warning" for their first term of enrollment.
- B. If a student meets one of the following conditions after two terms, the student is considered to be ineligible for further financial aid:
1. The student has less than a 50% completion ratio for the second consecutive term; or
 2. The student has a cumulative GPA of less than 2.00 for the second consecutive term.
- C. To regain eligibility for all financial assistance programs at National-Louis University, (federal, state and institutional) once unsatisfactory academic progress has been declared, a student must:
1. Complete a minimum of 12 quarter hours of credit applicable toward a degree at NLU with grades of A, B, C, P or X in attempted courses; or
 2. Complete 12 quarter hours of credit (applicable toward an NLU degree) at another accredited college with grades of C or higher.

Reinstatement of financial aid eligibility will be effective for the term following the courses leading to that reinstatement.

Note: Any student who has accumulated 240 quarter hours of credit is ineligible for an ISAC Monetary Award.

Policy Statement—Quantitative Measure

- A. "Academic year" is defined as three quarters for students pursuing a baccalaureate degree. "Academic year" is defined as four quarters for students pursuing a one-year certificate. The academic year will begin with the first term of enrollment. Academic progress will be reviewed at the end of each academic term as defined above. Full-time enrollment is defined as a minimum of 12 quarter hours per term (excluding the completion of In-Progress grades); half-time enrollment is defined as a minimum of 6 quarter hours per term (excluding the completion of In-Progress grades).
- B. Students pursuing a baccalaureate degree must complete a minimum of 180 quarter hours. The maximum time frame in which a full-time student must complete the degree may not exceed 150% of the 12 academic quarters time frame, or 18 academic quarters. Students will be reviewed individually based

on their academic classification at the time of enrollment based on the following classification scale:

0 - 44 quarter hours = **Freshman**
 45 - 89 quarter hours = **Sophomore**
 90 - 134 quarter hours = **Junior**
 135+ quarter hours = **Senior**

Therefore, full-time students must complete a minimum of 30 quarter hours each academic year to meet the timeframe requirements.

- C. Students pursuing a certificate must complete 52 - 75 credit hours. They will have 150% of the standard timeframe to complete their certificate.
- D. Part-time students (less than 12 quarter hours per term) will be reviewed at the end of each academic term for the percentage of work completed based on work attempted. Refer to B above for maximum timeframe and academic classification information.
- E. To regain eligibility for all financial assistance programs at National-Louis University, (federal, state and institutional) once unsatisfactory academic progress has been declared, a student must:
1. Complete a minimum of 12 quarter hours of credit applicable toward a degree at NLU with grades of A, B, C, P or X in attempted courses; or
 2. Complete a minimum of 12 quarter hours of credit (applicable toward an NLU degree) at another accredited college with grades of C or higher.

Reinstatement of financial aid eligibility will be effective for the academic term following the courses leading to that reinstatement.

Students must meet both the qualitative and quantitative measures to maintain eligibility for financial assistance at National-Louis University.

Payment Information

Flexible Financing Options

This overview will provide you with general information regarding payment plans available to help you in reaching your educational goals. **Completion of a promissory note is required.** The promissory note must accompany all mailed registrations. Please read the Promissory Note Terms and Conditions.

NLU payment plans are calculated on a term basis.

Option #1: Full Payment Tuition Payment Plan*

Students enrolled in a field or cluster program can receive an 8% discount on the cost of their program if they pay for the entire program by the first day of the first term. Financial aid cannot be used for this option.

Option #2: Term by Term Tuition Payment Plan

Payment for each term is made at registration.

Option #3: Deferred Tuition Payment Plan

Payment for each term is made in three equal installments. One-third of the term's tuition is due at registration, with the remaining two payments due thirty and sixty days from the first day of the term. There is a \$25.00 handling fee to participate in this plan which is assessed with the first payment of each term. To participate in this plan, take the total cost of your tuition, divide by three and add the \$25.00. Remit the calculated amount with the registration form. You will be billed for the remaining two payments during the term.

Option #4: Financial Aid

Financial aid in the form of need and non-need based programs are available to eligible students. Financial aid recipients may be required to remit monthly payments. Financial aid applications must be completed at the time of registration. Any amount not covered by awarded/estimated aid must be paid at the time of registration. Students must be formally admitted, registered and not in default on federal aid in order to be eligible for financial aid.

Option #5: Direct Billing To Employer

Under this plan, the employer pays the University directly for all or a portion of the tuition fees. Payment from the employer or information regarding where to bill for the classes must accompany the registration.

Option #6: Tuition Reimbursement:

Under this plan, a student can defer tuition paid directly to them by their employer through tuition reimbursement. The student is responsible for a minimum for 25% of the term's tuition at the beginning of the term. This 25% can be paid through Options 2, 3, or 4. The remaining 75% of the term's tuition is due 30 days after the posting of the term's grades. There is a handling fee of \$25 per term to participate in the plan. A copy of the employer's reimbursement policy and the student's eligibility for reimbursement must accompany the student's registration and promissory note.

*Available only to field and cluster program students.

National-Louis University Refund Policy

National-Louis University adheres to a fair and equitable refund policy as mandated by federal regulations from the U.S. Dept. of Education. This policy applies to students who withdraw from the University. A student is determined to have withdrawn from the University when ALL COURSES for which the student registered in a given term are subsequently dropped. In order to obtain a refund, the student must officially withdraw in writing through the Registrar's Office.

- Withdraw no later than the end of the second week of the term: 100% refund less administrative fee.

- Withdraw after the second week of the term and up to 60% completion of the term: Refund is based on the percentage of the term remaining when the student withdraws less the administrative fee.
- Withdraw after 60% of the term has been completed: No Refund.

*An administrative fee of \$100 or 5% of total institutional charges, whichever is less, will be assessed on all withdrawals.

For further information, please contact any Student Account Office at the following numbers:

Student Account Office Locations

| | |
|---|---|
| Chicago Campus 18 S. Michigan Ave. 2nd Floor 800-443-5522, Ext. 3277 | Evanston Campus 2840 Sheridan Rd. 1st Floor 800-443-5522, Ext. 2528 |
| Wheaton Campus 200 S. Naperville Rd Enroll Building 800-443-5522, Ext. 4505 | Wheeling Campus 1000 Capital Dr 3rd Floor 800-443-5522, Ext. 5222 |

Payment Plan Promissory Note

Terms and Conditions

- In signing the NLU payment plan application, I agree to pay the tuition/fees/room and board assessed or other charges incurred and charged to my account in accordance with my chosen Plan.
- I understand that if I chose the Full Payment Option payment in full, less an 8% discount on or before the first day of class. If payment is not received on or before the first day of class my account will automatically default to the term-by-term option, which will require the first term's tuition/fees/room and board, less other charges incurred to be paid immediately.
- Term-by-Term option requires payment of a term's tuition/fees/room and board and other charges at registration. My failure to pay the term charges before the first day of class will result in a late fee of not more than \$5.00 as well as finance charges of 1.5% per month assessed on the total unpaid charges on the 30th day of delinquency and subsequent months until the balance is paid-in-full.
- I understand the Financial Aid option requires a completed financial aid application at the time of registration. I understand that if aid has not been awarded at the time of registration, monthly payments

of \$150.00 are required until the aid has been awarded. I understand late fees of not more than \$5.00 per month will be assessed on accounts that do not have aid awarded by the first day of classes for any given term. I understand that if after 90 days, aid is not yet awarded, finance charges of 1.5% per month on the total unpaid charges will be assessed until the balance is paid in full. I understand that financial aid must be applied to my account for my unpaid charges before a refund check can be issued.

- I understand that under the Direct Billing to Employer option, NLU will bill the employer at the beginning of the term for all tuition/fees/room and board and other charges incurred. NLU will expect payment in full within 30 days of billing. I understand that if payment is not forthcoming, I am responsible for the bill and will be subject to monthly late fees of not more than \$5.00 per month and monthly finance charges of 1.5% per month on the total unpaid charges more than 30 days past due until the balance is paid-in-full. A letter from my employer indicating my eligibility must be received by NLU in order to be eligible for this option.
- I understand that under the Tuition Reimbursement option, I am responsible for a minimum of 25% of the term's tuition/fees/room and board and other charges by the first day of class. If my employer is reimbursing at less than 75% of the term's charges, I am responsible for the percentage difference by the first day of class. I understand that I may choose any other option to pay my percentage of responsibility and that portion of my account will be governed by the rules and regulations of that option. I understand that there is a \$25.00 handling fee per term for this option and will be incorporated in my first payment. I understand that payment in full for the terms tuition is due 30 days after the posting of my grades for that term, regardless of the grades. I understand that if my employer does not pay for these classes, I am required to pay in full immediately. Payments more than 30 days past due are subject to late fees of not more than \$5.00 per month and monthly finance charges of 1.5% per month on the total unpaid balance. A letter from my employer indicating my eligibility must be received by NLU to be eligible for tuition reimbursement.
- I agree that demand of payment, presentment for payment, notice of dishonor, notice of non-payment, and all other notices except those required by law are hereby expressly and severally waived by the student, and is understood that NLU may, without notice, and without affecting liability of such student, renew and/or extend this agreement, accept partial payment thereon, or settle or compromise the amount due or owing.
- Notice is given that NLU may at its option, report and access good and bad credit information (i.e., credit ratings, etc.) to/from Credit Bureaus and other appropriate non-campus organizations.

- If I fail to comply with the terms and conditions of this agreement, NLU may: a) refer the account to a collection agent for further collection efforts, b) initiate legal proceedings, c) withhold institutional services, such as transcripts or diplomas, and d) assess all costs of collection.
- Notice is given that NLU, in the usual conduct of its credit granting and collection activity, may release the student's Social Security Number to non-campus organizations.
- In order to register for subsequent terms, or receive transcripts, accounts must be current by the due date.
- If I fail to make any payment when due, NLU may declare my entire balance due and payable 15 days after giving me written notice of default and after my failure to cure such default.
- I am aware that I cannot register for classes without the permission of the Student Account Office while owing any part of the prior terms tuition/fees/room and board and other charges. Furthermore, I agree/am aware that a Hold may be placed on my records to prevent such a registration.
- I agree to pay all tuition/fees/room and board and other charges in full, this agreement notwithstanding, before any financial aid will be disbursed/refunded to me.

The Promissory Note must accompany all registrations.

Skills Assessment

National-Louis University recognizes the importance of competence in English language and quantitative reasoning. All students admitted to on-campus undergraduate programs take skills assessment tests prior to advising and registration. Faculty of the departments of English, Developmental Studies, and Applied Language work cooperatively to assess the English language proficiency of newly admitted students. Faculty of the Mathematics Department assess the quantitative reasoning skills of all incoming students. Students who need further competence in these areas in order to succeed at the collegiate level are required to enroll in the appropriate English for Speakers of Other Languages or developmental courses designed by the faculty. Test results are used in academic advising to identify students' strengths and weaknesses, to help students select the appropriate courses, and to ensure that they possess or develop the requisite skills needed for academic success.

Guidelines

English for Speakers of Other Languages: Students who need to develop English language skills enroll in ESOL courses based upon assessment (ESL100A, ESL100B, ESL200, ESL201, ESL202, ESL203).

Mathematics: Students who need to develop skills in computation and basic mathematics must enroll in developmental courses (LAM100A, LAM100B).

Writing: Students who need to develop skills in writing are required to complete one or more developmental courses (LAE100, DVS200, DVS205A, DVS205B, ESL203) according to their level of proficiency. Some students will be required or recommended to receive tutoring in addition to their course work.

Reading: Students who need to develop skills in critical thinking and reading comprehension are required to complete two developmental courses (DVS100A, DVS100B).

Developmental course credit toward graduation requirements is limited to 5 quarter hours.

Registration

Classifications

The undergraduate unit of college credit is the quarter hour. Degree-seeking students are classified as follows: freshman (fewer than 45 quarter hours completed), sophomores (at least 45 but fewer than 90 quarter hours); juniors (at least 90, but fewer than 135 quarter hours); seniors (at least 135 quarter hours).

Academic Credit Load Policy

A student in good academic standing (not on warning or probation) who has no outstanding In-progress courses is permitted to register for up to 21 quarter hours without special approval in any terms except in certain professional sequence terms. Any student who wishes to register for more than 21 quarter hours must submit a written petition to the appropriate department/program administrator for approval. The approved petition should be directed to the Director of Admissions and Records the term before the student wishes to register for the overload. A student on academic probation may not carry more than 16 quarter hours. A student completing "I" grades from previous terms may have his/her credit hours limited to allow time for successful completion of the In-progress courses. The student will be notified by the Registrar's Office, if the credit hours are to be limited.

Regulations

1. Each student is required to register at his/her home campus in the manner prescribed by the University or at a designated registration meeting.
2. Registration cannot be processed without the signatures of the appropriate academic advisor, financial aid counselor and student accounts representative.
3. Registration is not complete until financial arrangements have been made.
4. A late fee is charged for registration processed on or after the first day of a term.
5. A student will receive credit for only the courses for which he/she is registered.
6. Enrollment in courses is not permitted after the last registration date published in the "University On-Campus Class Schedule."

Audit

Auditing a course: A student may audit a particular course. The student may participate in any and all requirements of the course including examination. Auditors will not receive academic credit for the course and must indicate audit at the time of registration. Change to a credit enrollment may be made only during the first week of class. Auditors pay regular tuition.

Undergraduate Registration in Graduate Courses

Graduate courses are offered for semester hours of credit. When taken for undergraduate credit, the semester hours are converted to quarter hours.

A graduate course taken by an undergraduate student and applied toward a baccalaureate degree must be taken for undergraduate credit (quarter hours) and undergraduate tuition will be charged. These hours will be included in the student's undergraduate load, and if the student's current load limit is exceeded as a result, the student will need to petition the appropriate department/program administrator for overload approval prior to registration.

A student must complete the "Petition to Register for Graduate Courses" form, obtain the required signatures, and present the form at the time of registration.

A graduate course may be taken for graduate credit if a student is a junior or senior in good standing. It cannot apply toward the baccalaureate degree requirements and graduate tuition will be charged.

On-Campus Student Withdrawals

To withdraw from a course or from the University, undergraduate students fill out a withdrawal form in the Registrar's Office or notify the Registrar's Office in writing. Students may withdraw from a course before the end of the fifth week of classes without academic assessment, and this is

148 recorded WW on the academic record. After the fifth week of classes, withdrawal from a course will be recorded WS, WU or WN on the academic record to indicate that no credit was earned and to indicate the performance of the student at the time of withdrawal.

Exceptions to the policies of withdrawal (when withdrawal is necessary because of illness or accident and "in-progress" is not a possibility) may be possible after verification of the facts.

Please see page 145 for information about the Refund Policy. The official date of withdrawal is the date when the student signs the withdrawal form in the Registrar's Office or the postmark on the withdrawal letter sent to the Registrar's Office, except in Wisconsin and Georgia where the last date of attendance is the basis for refund calculation.

Field Student Withdrawals

A written withdrawal should be mailed to the Wheaton Registrar, for Chicago area students, or to the Director of Academic Services at the Academic Centers. (See Refund Policy on page 145.) A student who withdraws after the third class session of any term will be assigned a "WW" grade, if no other grade has been assigned by the instructor. For students in Wisconsin and Georgia, the last date of attendance will determine refund calculation.

Evaluation of Student Progress

Grades

The National-Louis University student evaluation system emphasizes individual achievement and performance. Grades for completed courses are recorded using the symbols and definitions shown below.

| | |
|-----|--|
| A | Outstanding performance |
| B | Above satisfactory performance |
| C | Satisfactory performance |
| D | Marginal performance |
| U | Unsatisfactory performance |
| WU | Voluntary withdrawal within last half of the term/unsatisfactory progress at time of withdrawal |
| P* | Pass ("C" Level or better) |
| N* | No credit |
| I* | Course in-progress |
| IE* | "I" grade extended beyond the time normally allowed for completion |
| X | Deferred course designed to extend over a longer period than one term |
| WW* | Voluntary withdrawal within first half of the term/indicating no academic assessment |
| WS* | Voluntary withdrawal last half of the term/indicating satisfactory progress at time of withdrawal |
| WN* | Voluntary withdrawal within last half of term for a pass/noncredit course/indicating unsatisfactory progress at time of withdrawal |
| IR* | Lapsed "I"/Repeated |
| UR | Unsatisfactory/Repeated |

| | |
|-----|-----------------------------------|
| NR* | No credit/Repeated |
| CR | Satisfactory Performance/Repeated |
| DR | Marginal performance/Repeated |
| AU | Audit |

* These grades may be assigned to Skill Development, English for Speakers of Other Languages courses up to ESOL Level 4, and all zero credit courses.

"In-Progress" Grade Policy

In-Progress "I" may be assigned at the discretion of the instructor if the student has successfully completed half (50%) or more of the course requirements at a satisfactory level or better. The In-Progress course is completed by the fulfillment of specific written arrangements between the student and the instructor.

No student automatically qualifies for an "I" grade; the decision is made by the instructor on an individual basis.

Unless otherwise specified, the student is expected to complete the work for the In-Progress course by the end of the quarter following the student's enrollment in the In-Progress course. For students not enrolled in the subsequent term, the course may be completed within one calendar year immediately following the term of original enrollment. If the student re-enrolls prior to the expiration of that year, the one quarter completion rule applies.

All "I" grades will be lapsed to "U" or "N" grades if the course work is not completed by the specified time. The "I" grade may be extended at the discretion of the faculty, for a period of up to one year from the time the grade was originally assigned. At the time an "I" grade is issued, an "In-Progress" contract should be initiated between the faculty and student to document the details for completion of the course requirements. Copies should be filed with the appropriate departments as indicated on the contract form.

*College and program policies vary about the use and time limits for "I" grades. Check with your program advisor before requesting an "I" grade contract. Some programs prohibit the use of "I" grades in Term I for students on provisional admission status.

Standards for Academic Review

All students not in the Language Institute will be monitored on the basis of a cumulative grade point average (GPA) and a term completion ratio. A student is expected to maintain the cumulative GPA of 2.00 required for graduation. Some programs require a higher GPA. Please refer to the individual program for specific program information.

On-Campus Students

Academic Warning: A student will be placed on Academic Warning under the following conditions:

1. The cumulative GPA falls below 2.0.
2. The student fails to have a completion ratio of at least .50 for the term just completed.

Academic Probation: A student on Academic Warning will be placed on Academic Probation under the following conditions:

1. The student has less than a .50 completion ratio for the second consecutive term.
2. The student has less than a 2.0 cumulative GPA for the second consecutive term.
3. The student fails to fulfill any other special conditions of Warning*.
4. If an "I" grade from a previous quarter lapses to a "U" or "N" grade.

Good Standing: A student on Academic Warning or Academic Probation will regain Good Standing by fulfilling the following conditions:

1. The student must have a .50 completion ratio for the term just completed with no failing grades, including no "I" grade from a previous term lapsed to a "U" or "N" grade.
2. The student must have a cumulative GPA of at least 2.0.

Dismissal: A student on Academic Probation may become Academically Ineligible for further enrollment under any of the following conditions:

1. The student has less than a .50 completion ratio for the third consecutive term.
2. The student has less than a 2.0 cumulative GPA for the third consecutive term.
3. The student fails to complete a required course after two separate enrollments.
4. The student fails to fulfill any other special conditions* of probation.
5. The student fails a class.

Field Program Students

Because of the unique nature of their programs, Field Program Students are monitored under a separate policy.

1. Students with less than a 2.00 term GPA will be placed on automatic probation. The student must attain a "C" or better for all courses in the following term.
2. To remain in good standing they are expected to maintain at least a 60% completion ratio for any given term and a cumulative GPA of at least 2.00.
3. Students who miss three class meetings in one course (unless special arrangements were made beforehand) will be given a "U" in that course and are expected to retake the course.

4. Students who miss three consecutive class meetings in a term are dropped at the end of the term and must apply for readmission if they wish to complete the program.
5. Certain programs prohibit the use of "I" grades in Term I by students who are on a provisional admission status. Consult your program advisor before requesting an "I" grade if you are on provisional status.
6. Students who receive "I" or "U" grades for two or more courses in any term will be dropped at the end of that term. If such students wish to complete the program they must first complete any In-progress courses and then apply for readmission to another group.
7. Students have one year after the final class meeting of the group to complete any "I" grades before such grades are converted to "U" grades.
8. Any course for which a "U" grade was assigned must be repeated and successfully completed. Students must pay for re-enrollment in such a course.
9. If provisional admission has been granted, completion of all courses in Term I with grades of "C" or better will give the student full admission and eligibility to continue into Term II.

All Undergraduate Students

Student Appeal: A student dismissed for reasons of academic ineligibility may direct his/her written appeal to the University Director of Admissions and Records. The appeal should be submitted within eight days of the date of the ineligible letter and should provide documentation of any exceptional circumstances that would have caused the faculty governance unit to extend the probation. The Director of Admissions and Records will forward the petition to the governance unit designated by the respective college to deal with student appeals.

Readmission: A student is eligible to apply for readmission after two quarters, including summer session. A student may begin the application for readmission during the second quarter of non-enrollment. If approved, the student will be readmitted at the Academic Warning level. The petition for readmission should be directed to the University Director of Admissions and Records. It will be presented to the appropriate department/program administrator for approval.

Forgiveness Policy: A student dismissed from the University who applies for readmission after three years have elapsed shall, by petition to the appropriate department/program administrator, be forgiven their cumulative GPA at the point of dismissal. Their cumulative GPA, then, is based only on National-Louis University courses taken after readmission. This policy is permitted only one time per student.

*Special Conditions

A student may be required to seek assistance from the Center for Academic Development and/or meet with a program/academic advisor or counselor in the Office of Student Affairs.

150 Program Standards

The information given here is the general policy of the University. In addition to these rules, individual programs have their own specific requirements regarding grade point averages and acceptable grades. Some have a limit on the number of "D" grades a student in a specific program may have. In the case of a required course, a student may be asked to repeat a course in which she/he has previously received a grade of "D." Please see the Repeat Course Policy (page 151).

Academic Review Policy

• Limited English Proficient Students

Limited English Proficient students will be monitored under a separate policy until they have completed ESOL Level 5 in the Language Institute. After that they will be monitored according to the general college policies. While in the Language Institute, they will be reviewed as follows:

Good Standing: Completion of the Language Institute ESOL courses attempted during the preceding term.

Academic Warning: After one grade of "N" or "U" in a Language Institute ESOL course. Restrictions and requirements: student must seek assistance from departmental resources (open laboratories) and the Center for Academic Development (CAD). Student may not register for more than 13 quarter hours.

Academic Probation: After the second consecutive grade of "N" or "U" in a Language Institute ESOL course. Restrictions and requirements: student is required to seek assistance as stated above. Student may not register for more than 13 quarter hours.

Dismissal: After the third consecutive grade of "N" or "U" in the Language Institute ESOL courses.

Readmission: Eligible for readmission after one full quarter out. Student must apply for readmission which will be to academic warning only. After two quarters out, the readmitted student must be reassessed for placement into appropriate level language course.

Forgiveness Policy: Students dismissed from the college who apply for readmission after three years or more have elapsed shall, by petition to the appropriate department/program administrator, be forgiven their completion ratio at the point of dismissal. Their completion ratio is thenceforth based only on National-Louis University courses taken after readmission. This policy is permitted only one time per student.

Student Appeal: Same as "Student Appeal" on page 149 for on-campus students.

Grade Point Average

Quality Points

Quality points are awarded to a student in relation to the grade given and the number of quarter hours of credit attempted in the course. Quality points are awarded according to the following schedule.

| | |
|--|---|
| A | Four times as many quality points as the credit hours assigned to the course. |
| B | Three times the number of credit hours. |
| C | Two times the number of credit hours. |
| D | One quality point for each credit hour in the course. |
| U, WU | No quality points |
| P, N, I, X, WW, WS, WN, UR, DR, NR, IE, IR | Not calculated |

| Illustration | | | | |
|--------------------------------|--------------------------------|---|------------------------|------------------------|
| Grade | Quality Points per Credit Hour | | Credit Hours Attempted | Quality Points Merited |
| A | 4 | X | 4 | 16 |
| B | 3 | X | 4 | 12 |
| C | 2 | X | 4 | 8 |
| D | 1 | X | 4 | 4 |
| U, WU | 0 | X | 4 | 0* |
| P, N, I, X, | Quality points not assigned | | | |
| WW, WS, WN, UR, DR, NR, IR, IE | | | | |

Calculation

Grade point average will be computed by dividing the total quality points for hours with grades of A, B, C, D, U, and WU by the total hours attempted with grades of A, B, C, D, U, and WU. Courses with grades of P, N, I, X, WW, WS, WN, UR, DR, CR, NR, IR, and IE are excluded.

Only courses from National-Louis University will be included in the computation.

GENERAL INFORMATION

| Illustration | | | | | |
|--------------|------------------------|---|------------------------|---|---------------------|
| Grade | Quality Points Merited | | Credit Hours Attempted | | Grade Point Average |
| A | 16 | ÷ | 4 | = | 4.0 |
| B | 12 | ÷ | 4 | = | 3.0 |
| C | 8 | ÷ | 4 | = | 2.0 |
| D | 4 | ÷ | 4 | = | 1.0 |
| U, WU | 0 | ÷ | 4 | = | 0 |

P, N, I, X, WW, WS, WN, UR, DR, CR, NR, IE, and IR not calculated in the grade point average.

Completion Ratio

The completion ratio will be computed by dividing the number of hours completed with grades of A, B, C, D, P, or X by the number of hours attempted. (Courses with grades of A, B, C, D, P, X, I, IE, N, U, WU, and WN; courses with grades of WW and WS are excluded.)

* Students taking only nongraded courses in any quarter are evaluated solely on the basis of their completion ratios.

Repeat Course Policy

A student who receives a C, D, U, N, WU or WN in an undergraduate course is permitted to repeat the course. The grade achieved in the repeated course is recorded on the academic record, however, the original grade also remains on the academic record and is converted to a CR, DR, UR, NR, or IR, indicating the course has been repeated. The course with the highest grade is used in determining cumulative credit earned and in computing the GPA.

Transcripts

On-Campus Students

Official transcripts are available to be sent upon request. All requests must be made in writing to the Registrar's Office on the Wheeling campus. The fee per transcript is \$5 for regular service (5-7 days) and \$10 for next day service. NO SAME DAY SERVICE IS AVAILABLE.

It is recommended that official transcripts be sent directly by the University to schools, employers, agencies, etc. Students may, however, request official transcripts be sent to themselves. In that case, the official transcript will bear the statement ISSUED TO STUDENT.

Transcript requests should include student name (married and/or single), social security number, plus name and address

where transcripts are to be sent. If specific terms or specific course grades are to be included, that information should be clearly stipulated on the request so that the transcript is not sent before those grades are posted to the record.

Transcripts will not be issued if there is any financial encumbrance.

A transcript of a student's record is the property of National-Louis University and is not property of the student. National-Louis University has no obligation to release a transcript to a student, but customarily does so if the student has met all of his/her obligations to National-Louis University.

Field Students

Students at the Northern Virginia/Washington, DC, Academic Center should request their transcript directly from the Office of Academic Services at the center. All other field students should request their transcripts from the Registrar's Office in Wheaton, IL.

Grade Report

A report based on the instructor's evaluation of the student's total achievement in every course is sent to the student four to six weeks after the end of each term. This report also includes the student's credit hours completed, quality points, term completion ratio and cumulative grade point average.

Transferability of Credits

Since National-Louis University is a fully accredited institution of higher learning, most other academic institutions will accept the institution's credit. It is the receiving institution's prerogative to accept and apply the University's credits according to its own programmatic policies and procedures. It is the student's responsibility to ascertain the transfer credit policies of the receiving institution and make direct contact with its office of admission.

Graduation Requirements—All Baccalaureate Degree Programs

All students completing baccalaureate degree programs must fulfill the following requirements:

1. The student must have completed a minimum total credit requirement of 180 quarter hours.
2. The student must have a minimum of a 2.0 grade point average. Some programs require a higher grade point average.
3. The student must have satisfied all the requirements and regulations of the individual college and program by the term completion date. Please see the program information related to degree requirements.

4. The student must complete the residential requirement of his college and program. (Minimum 45 quarter hours.)
5. The student must have completed concentration requirements of a minimum of 45 quarter hours. Of these, a minimum of 25 quarter hours must be upper level, of which 15 quarter hours must be taken at National-Louis University.

Second Baccalaureate Degree Policy

Students who wish to earn a second bachelor's degree must fulfill all University and program requirements for the degree in a field unrelated* to the first baccalaureate. A minimum of 45 quarter hours additional credit must be earned in residence after requirements of the first degree have been met.

* The definition of an unrelated field will be determined by the program in which the second degree is earned.

Students Receiving Dual Baccalaureate Degrees

A student applying for two baccalaureate degrees from National-Louis University will be required to pay the same fee as someone applying for one degree. Payment of this fee will entitle the student to:

1. Have the appropriate graduation audits done and receive a copy of them.
2. Have the official transcript reflect awarding of both degrees upon completion of all requirements for both of them.
3. Receive one diploma reflecting the awarding of one of the degrees (student may choose at the time of application which degree is to be reflected on the diploma). If the student wishes a second diploma for the remaining degree, an additional fee will be charged.

Application for Graduation

There are three graduation dates during the year, one in June, one in August and one in December. Transcripts and diplomas reflect the degree awards as of these dates.

Students must apply for a diploma and pay a graduation fee. Each completion date has a final deadline for application. These deadline dates are published each term in the on-campus class schedules. Field program students receive not of graduate application deadlines in class. Students who apply for diplomas after the published deadline will be included as candidates for the next degree completion date. Students should write the Registrar's Office, 1000 Capitol Drive, Wheeling, IL 60090 to obtain a diploma application or to change the completion date for a previous application. Information concerning application for graduation may also be obtained at the Academic Services

Office at any campus. There is an additional fee each time a diploma is reordered.

Diplomas will be mailed a few weeks after the degree award date. Students who wish to participate in a commencement ceremony will also pay a cap and gown fee. An official transcript will be available after the graduation date reflecting the degree completion.

All financial and other obligations to the Student Accounts Office, Library, faculty or other university offices, must be cleared. No transcript or diploma will be issued if there is any outstanding encumbrance.

Student Rights and Responsibilities

I. Class Attendance

On-Campus Students

Attendance is important to the accomplishment of university curriculum objectives. The University has a no-cut attendance policy; therefore, students are expected to be present for all scheduled meeting of courses.

In case of an absence from class, students are encouraged to give prior notice to the instructor. If illness or other necessity causes prolonged absence, students should consult with the instructor and the registrar. In such cases a physician's statement may be required. See on-campus student withdrawal policy (page 147).

Field Students

Attendance at all class meetings is mandatory, since a large portion of the learning is dependent on class activities. Students are expected to make up a class they miss by completing alternate assignments designated by the instructor. Unless special arrangements are made beforehand, students who miss 50% or more of the class sessions in one course will be given a "U" grade and are expected to retake that course. Students who miss three consecutive class sessions will be dropped at the end of that term and must apply for readmission to another group if they wish to complete the program.

II. Family Educational Rights and Privacy Act of 1974

In compliance with the Family Educational Rights and Privacy Act of 1974, also known as the Buckley Amendment or FERPA, National-Louis University protects the rights of students and their parents with relation to the accuracy and privacy of their educational records. In accordance with the provisions of this act, National-Louis University has established basic policies to prevent the release of any personally identifiable information regarding any of its students, without first having received the consent of the student (or, in some

instances, the parent). In addition, procedures have been established by which a student (or, in some instances, a parent) may request to examine his/her educational records, may challenge any portion of the record, and may request the opportunity to have any inaccurate, misleading, or otherwise inappropriate data deleted or corrected, or may have inserted into the record a written explanation regarding the content of the record.

In the Clara Belle Baker Demonstration School, the rights detailed and discussed in these policies and procedures belong to the parents of the students. In the undergraduate and graduate schools of the University, these rights belong to the student. However, the parents of a student who is financially dependent upon the parents (as defined in Section 152 of the Internal Revenue Code of 1954) may have access to the student's record without first obtaining the student's consent.

III. Release Policy

To totally prohibit the release of even a student's name or dates of enrollment, for example, would be as much a disservice to students as it would be an imposition on the daily functioning of the school. The law permits certain categories of information to be designated as directory information and to be released without requiring written consent, provided the student (or parents where appropriate) has been notified what information is included as directory information and been given a specific time to request any such information to be withheld from release.

The University has designated as directory information the following categories:

- A. Student's name
- B. Local address and telephone numbers (of currently enrolled students only)
- C. Dates of enrollment
- D. Area of academic concentration
- E. Diploma or degree awarded
- F. Honors or awards received
- G. Announcement of public performances and ceremonies officially recognized by the University.

No other personally identifiable information about a current or former student may be released to any person or agency outside the University except by the written, signed, and dated request of the student (or parent, where appropriate) specifying request of the student (or parent, where appropriate) specifying the information to be released and to whom it is to be released. At the request of the student (or parent), a copy of the information to be released will be provided when he/she consents to the release. (The Privacy Act provides for a number of exceptions to this rule whereby information may be released to accrediting agencies, certain federal and state authorities, for reason of emergencies related to the health and safety of the student, etc., without notifying the student or parent.) A list of such exceptions may be obtained upon request. Emergency release of information may be necessary on approval of an appropriate administrative officer. In addition, notification shall not be given if the student [or parent, where appropriate] has directly made the request for the release of information. Within the University, certain

information within a student's record may be necessary for an individual or an office for whom it was not originally collected. Such information may be made available to university officials, including instructors, having legitimate educational interests.

IV. Request to Withhold Release of Directory Information

National-Louis University shall maintain a record of all individuals or agencies who have requested or obtained access to a student's educational records and the legitimate interest they have in such records. The University shall keep this record as part of the student's total educational record, subject to the same restrictions on release and access. The University shall not maintain records of release of directory information requested directly by the student (or parent where appropriate) or requested by individuals within the school who have legitimate educational interest.

Whenever personally identifiable information about a student is released, the University shall stipulate, in writing, that the person or agency to whom it is released may not transmit such information to another individual or agency without the prior written consent of the student or parent of students below the post-secondary level.

V. Maintenance of Records

In maintaining a student's educational record, the University shall collect part or all of the following information:

Name, address, social security number, phone number, date of birth, sex, ethnicity, marital status, and citizenship status; names of elementary, secondary, and postsecondary schools attended with dates and diplomas or degrees earned; activities, awards, and work experiences; parents' names, addresses, phone numbers and occupations. Business address and phone numbers, emergency phone telephone numbers, transcripts, grades received, reports of standardized tests, degree and program evaluations, course evaluations, competency sheets, registration forms, medical forms and records, financial assistance applications, confidential financial statements and eligibility reports, records of student fee payments, student-completed questionnaires, counselor reports and anecdotes, letters of recommendation, placement records, and correspondence. Letters of recommendation are used as admission documents only. They are not intended, nor will they be used, for any other purpose.

This information is kept in a variety of offices as indicated below:

- Alumni Office
- Student Accounts Office
- Financial Aid Office
- Graduate Schools
- Center for Career Development and Placement
- Admissions and Records Office
- University Health Services
- Student Affairs
- Student Teaching Office
- Office of Residence Life

Detailed educational records, as defined above, are kept no longer than two years after a student terminates enrollment in one of the University colleges and are then destroyed, with the following exceptions:

1. The Alumni Office maintains directory information on former students.
2. The Student Accounts Office retains quarterly financial summaries of student fee payments and individual student files concerning Perkins Loans necessary to meet statutory requirements.
3. The Financial Aid Office maintains complete files until a federal audit has been made.
4. The Admissions and Records Office maintains student files until graduation. Transcripts are retained permanently.
5. The Center for Career Development and Placement maintains credential files.
6. The Admissions and Records Office keeps for five years files of students who withdraw from the University before graduation and permanently maintains transcripts of all academic credits earned at the University.
7. The University Health Services Office retains medical records for five years after a student terminates enrollment.
8. The Student Teaching Office permanently retains information files related to professional study: evaluation, notation, etc.
9. Office of Residence Life maintains records for five (5) years from time of residency.

VI. Students Right to Access

Students currently or formerly enrolled in the undergraduate or graduate school may request access to their own education records with the following exceptions:

- a. Medical and psychological records are not open for review, although the University nurse or other recognized professional may act as a student's agent and review the record for him/her upon the student's request.
- b. Confidential letters and statements of recommendation used only for the purpose for which they were obtained are not open for review.
- c. Parent's Confidential Statements and eligibility reports are not open for student's review without parental written consent.

Although the rights provided for by the Family Educational Rights and Privacy Act of 1974 belong primarily to the student once he or she is enrolled at a postsecondary level of education, the parents of students who are financially dependent upon their parents (as defined in Section 152 of the Internal Revenue Code of 1954) may request access to the student's record without the prior consent of the student, with the same exceptions as listed above.

VII. Waiver of Right to Access

In the following situations, the University shall provide students (or parents, where appropriate) with the means of waiving their right of access to certain limited parts of their education record for the purpose of preserving confidentiality:

- a. Letters of recommendation required for admission.
- b. Letters of recommendation collected for a student's placement file in both the undergraduate and graduate colleges to be used in pursuit of employment.
- c. Letters of recommendation used in connection with a student's eligibility for honorary recognition.

Whenever a student chooses to waive the right of such access, this limited waiver of the right of access applies to the parents, as well. In all three of the above listed situations, where the student or parent waives the right of access, the student (or parent, where appropriate) may request notification of the names of persons making recommendations and the University will provide them with such names.

In providing the means of waiving the right of access, the school shall place this option in writing as part of the printed form being used to obtain statements of recommendation. A student shall indicate in writing his/her choice of waiving or not waiving the right of access to this information before the form is given to other individuals to write their recommendations. Once a recommendation has been received, a student may not change his/her decision with regard to waiving the right to access to that recommendation.

VIII. Policy on Academic Honesty

National-Louis University subscribes to the principle that academic quality and a productive learning environment are inextricably linked to academic honesty.

Like other colleges and universities, National-Louis University has expectations regarding academic honesty on the part of students, faculty and staff, and, indeed, professional people at all levels of academic activity.

With respect to the academic honesty of students, it is expected that all material submitted as part of any class exercise, in or out of class, is the actual work of the student whose name appears on the material or is properly documented otherwise. The concept of academic honesty includes plagiarism as well as receiving improper assistance. Students found to have engaged in academic dishonesty are subject to disciplinary action and may be dismissed from the University. (See procedure in *Student Guidebook*.)

IX. Policy on Falsification of Records and Official Documents by Students

Falsification of records and official documents is prohibited by the University. This includes altering academic or business records; forging signatures of authorization; or falsifying

information on any other documents, transcripts, letters of permission, petitions, drop-add forms, and the like.

Any University faculty or staff member who believes that this policy has been violated by a currently-enrolled student shall bring the matter to the attention of the Associate Vice President for Student Affairs and/or the Provost. The student shall be presented with the evidence.

Any student found to have falsified records is subject to disciplinary action through the University Hearing and Appeals System.

X. Policy on Submission of Fraudulent, Incorrect, or Misleading Information Pertaining to Student Admission

It is expected by the University that all information that is material to the admissions process be accurate and true to the best of the student's or prospective student's knowledge. Any individual found to have submitted fraudulent, incorrect, or misleading information is subject to denial of admission to, or dismissal from the University.

If a university faculty or staff member discovers that this policy has been violated by an applicant for admission, that applicant shall be denied admission by the Director of Admissions and Records.

Any university faculty or staff member who discovers that this policy has been violated by a currently enrolled student shall bring the matter to the attention of the Associate Vice President for Student Affairs and/or the Provost. The student shall be presented with the evidence. In situations where the student pleads "not guilty," the case is handled within the University Hearing and Appeals System.

When evidence of academic dishonesty is discovered, an established procedure of resolution will be activated to bring the matter to closure. (See procedure in *Student Guidebook*)

XI. Policy on Academic Appeals

Fairness of academic decisions shall be ensured by permitting a student to appeal an academic decision for any of the following reasons:

1. The criteria and procedures for the decision were not published.
2. The published criteria and procedures were not consistent with college, school, division, department or program policy and procedures, or violate a student's rights.
3. The published criteria and procedures were not followed in making the decision. This includes factual and calculation errors or major errors in judgment. Reasonable and customary academic judgments are specifically excluded from this review process.
4. The decision was substantially influenced by factors other than published criteria; i.e., the decision was discriminatory.

A variety of academic decisions and judgments are essential to the orderly operation of an educational institution. Awarding transfer credit, course grades, admission to a specific program, and certification for graduation are examples of academic decisions that affect an individual student enrolled in the University. Students have a right to expect that these important decisions will be made fairly by application of published policies and procedures. Individual students are entitled to a reasonable and timely review of academic decisions. At the same time, the collective good of the academic community requires the establishment and consistent application of policies, procedures, and standards. University faculty and staff also have a right to expect reasonable freedom to exercise collective and individual professional judgment within their recognized areas of expertise. This policy has been developed to ensure fairness to all parties involved in such academic decisions.

This policy is limited to the review of academic decisions that are based on the application of established policies, procedures, or standards. It does not establish any individual right to review established policies, procedures, or standards, or limit any existing rights to individually or collectively petition individuals or groups responsible for University policy. (See procedure in *Student Guidebook*.)

XII. Policy on Leave of Absence: Undergraduate Students

Undergraduate students in good academic standing may request a Leave of Absence for up to one calendar year. Students must submit a petition form to the Director of University Admissions and Records, indicating why a leave is necessary. The petition must have the approval of the individual's advisor or program director. Students will be notified of the decision in writing by the Director of University Admissions and Records.

Libraries and Audiovisual Services

The mission of the University Library is to provide a comprehensive program of library and instructional media services to support the curriculum. Whether students are enrolled in on-campus or off-campus programs, all NLU students have access to the resources of the University Library.

The Library serves as an active partner in the teaching and learning processes and activities of the University. Librarians at each campus teach library research skills to classes, small groups, or individuals. The goal of the library instruction program is to promote information literacy and reading, teach students to utilize libraries effectively and encourage lifelong learning. Faculty may make arrangements for a library instruction, or students are encouraged to make individual appointments with a librarian.

The Illinois campuses of NLU have libraries with collections of more than one million books, journals, electronic databases, curriculum materials, children's literature, ERIC

156 documents on microfiche, audiovisual materials, and computer software in the academic disciplines taught at NLU: education, business and management, health and human services, psychology, and liberal arts. The Baker Demonstration School Library at the Evanston Campus houses an excellent children's literature collection. Special collections include Elizabeth Harrison's personal library, materials on the history of kindergarten and early childhood education, the William S. Gray Reading Research Collection, and the University Archives.

The library collections are decentralized, although the largest book collection and current journal collection is at the Evanston Campus. The Wheeling Campus houses a large retrospective journal collection. The Instructional Media Center at the Evanston Campus houses and circulates the audiovisual collection. The Chicago, Wheaton, and Wheeling Campuses maintain fully staffed branch libraries with books, journals, ERIC documents, curriculum materials, and audiovisual equipment to support the instructional programs taught at each campus. An inter-campus shuttle system for the Chicago-area campuses ensures quick delivery of materials between campuses.

The Elgin Campus and the out-of-state campuses in Atlanta, Beloit, McLean, Milwaukee, Orlando, St. Louis, Tampa, and Washington D.C. have an "electronic library". Each campus has a computer workstation(s) with access to the Library's online catalog and electronic databases. Some campuses have additional bibliographic databases on CD-ROM (compact disc-read only memory) that provide bibliographic citations, abstracts, and in some cases, full-text journal articles. Books and journal articles are mailed to out-of-state students and faculty from the Interlibrary Loan Office at the Evanston Campus. The Evanston Campus Reference Department provides reference assistance through a toll free reference hotline and customized database searches upon request.

In May, 1989, National-Louis University became a member of the Illinois Library Computer System Organization (ILCSO), a consortium of 46 public and private higher education institutions in Illinois with library collections exceeding 25 million volumes. Materials are delivered quickly from the other libraries through a state-wide van delivery system. Membership provides direct borrowing privileges for NLU students and faculty with an NLU identification card at any ILCSO library. The University Library also participates in resource sharing through the OCLC cooperative network and the North Suburban Library System.

The ILCSO libraries share a centralized library automation system (ILLINET Online) with dial access from home or office with a computer and modem. ILLINET Online includes, in addition to the book catalog, access to electronic databases, some with full-text journal articles. Additional databases, covering all disciplines, are accessible from the library only.

The ILCSO member libraries are:

Aurora University
Barat College
Benedictine University
Bradley University
Catholic Theological Union
Chicago State University
Columbia College
Concordia University
DePaul University
Dominican University
Eastern Illinois University
Elmhurst College
Governors State University
Greenville College
Illinois Institute of Technology
Illinois Math & Science Academy
Illinois State Library
Illinois State University
Illinois Valley Community College
Illinois Wesleyan University
Joliet Junior College
Judson College
Kankakee Community College
Lake Forest College
Lewis University
Lincoln Christian College & Seminary
McKendree College
Millikin University
National-Louis University
North Central College
Northeastern Illinois University
Northern Illinois University
Oakton Community College
Roosevelt University
St. Xavier College
School of the Art Institute
Southern Illinois University at Carbondale
Southern Illinois University at Edwardsville
Southern Illinois University School of Medicine
Trinity Christian College
Triton College
University of Illinois at Chicago
University of Illinois at Chicago -
Library of the Health Sciences
University of Illinois at Springfield
University of Illinois at Urbana/Champaign
Western Illinois University

Academic Advising

The academic advising process at National-Louis University is an important part of the institution's commitment to personal contact with, and interest in, each student's progress. Academic advising actively involves students with

faculty, staff, and peers. National-Louis University recognizes and encourages the involvement of the entire University community in a developmental process, which includes:

- selecting a field of study that is consistent with the student's interests, skills, and goals;
- developing a long-range course of study that is compatible with the student's life goals and current commitments;
- providing opportunities to integrate other educational experiences, which are designed to facilitate personal and professional growth;
- developing an understanding of program and institutional requirements and policies;
- educating students about resources available to them; and
- enabling students to identify and assess alternatives and consequences of decisions.

All students should meet with an assigned academic advisor and other members of the University community to:

- develop an appropriate course schedule prior to registration;
- develop long-range plans and goals in light of personal and developmental changes;
- utilize institutional resources such as tutoring and counseling as needed; and
- explore and research career opportunities in the student's field.

Assessment Center

Programs administered by the Assessment Center include Credit by Examination, Credit by Portfolio and Credit by Proficiency (see page 141 for further information).

Academic Computing

The University provides the computer resources and services needed for the scholarly pursuits of students and faculty, including instruction, research and library services. Academic computing services:

- manages general purpose computer labs at selected locations;
- acquires and maintains instructional software;
- consults with faculty on computing questions and problems;
- assists faculty and students in purchasing computer equipment through selected educational discount programs; and
- provides direction and planning for computer technology at the institution.

Services and programs vary by location. Check with your local campus or center for available resources.

Interactive Video Project

National-Louis University operates interactive video classrooms at all five of its Chicago-area campuses. The interactive video facilities are part of a state-wide network capable of linking classrooms throughout Illinois, the US, and around the world. In addition to colleges and universities, the network includes high schools, hospitals and businesses. This video conferencing technology makes it possible to offer classes at two or more locations at the same time, thus creating true distance education with complete interactivity between the instructor and students. Through the interactive network, NLU offers individual classes, conferences and workshops, training sessions, and some full degree/certificate programs. The University's interactive classrooms on the Chicago, Evanston and Wheeling campuses are part of the network of the North Suburban Higher Education Consortium (Oakton, Harper and Lake County community college districts), the Wheaton classroom is located in the West Suburban Post Secondary Consortium (DuPage, Triton and Morton districts), and the Elgin classroom is located in the Fox Valley Educational Alliance (Elgin, Waubesa, Kishwaukee, Rock Valley and McHenry districts). These interactive video classrooms are funded in part by grants from the Illinois Board of Higher Education. Information about the State's interactive video network is available at www.ilednet.org.

Student Affairs

A university requires an environment conducive to intellectual and personal growth of its students. National-Louis University seeks to cultivate a sense of personal integrity in each of its students. Students are expected to develop as individuals in a manner that is consistent with the educational purposes of the University.

National-Louis University has no religious affiliation and welcomes students of all persuasions. Tolerance of others, respect for differences, and cooperation for the good of all are expected in both precept and practice. A consistent policy of nondiscrimination on the basis of race, creed, religion, sex, disability, or national origin is adhered to in all matters affecting the students of the University.

The Office of Student Affairs is staffed with professionals who help to coordinate the nonacademic life of students. We act in an advisory capacity and advocacy role for all students. Student Affairs maintains an open-door policy and encourages students to discuss their problems and voice their concerns.

The Office of Student Affairs provides programs and services for the benefit of the University's students. These "co-curricular" programs complement the academic programs and are designed to promote student development and learning. Student Affairs professionals also assist students in addressing special needs or difficulties, and seek to provide an environment that is positive and conducive to learning.

Services include counseling, health services, new student orientation, student programs, events and activities, development programs, governance, clubs and organizations, recreational programs, residence hall programs, special events, and career development and placement.

National-Louis University believes that student life, academic work, and professional studies are interrelated parts of the University experience. Students are encouraged to develop their skills and themselves as individuals both through the formal academic programs and through co-curricular opportunities.

The Office of the Vice President is the central office of the Student Affairs Division. At each campus and academic center, student affairs personnel are responsible for administering all policies and programs pertaining to student life. All major policies pertaining to student life are reviewed by the Council on Student Affairs.

Student Services Center

Students will undoubtedly encounter questions and need assistance during their educational pursuits at National-Louis University. The Student Services Center's function is to simplify students' lives by providing a single location for information and help with most non-academic needs. The Center offers a personal approach which helps to enhance the students' university experience.

Located at the Evanston Campus, students from all campuses and field programs are encouraged to utilize the Center for information and assistance. Telephone messages left after office hours will be returned the morning of the next business day. All correspondence with students is conducted in a personal and confidential manner.

The Center is staffed with representatives that are able to answer questions and act as a liaison between university personnel and departments for the student. In some situations, the representative may need to do additional research or work with the student to assist in resolving more complex and personal issues.

The Center is able to assist students with most of their registrar and student account needs. Students can drop off completed paperwork to be sent to the appropriate department or campus. Departmental literature and forms are also available for distribution at the Center.

The Student ID/Global Card

The Student Services Center produces the university student ID card, known as the "Global Card." This card provides access to a variety of functions contingent upon campus location. These functions can include:

- photo identification;
- access to the ILLINET Library Patron Program;
- photo copy;
- cafeteria/vending equipment;
- bookstore purchases;
- discount purchasing at local businesses; and
- access to campus buildings.

Students should contact the Student Services Center or their local campus administration for current Global Card functions.

Council on Student Affairs/Student Guidebook

Composed of faculty, students and staff the Council on Student Affairs determines policy related to undergraduate and graduate student life. The Council is responsible for the policies contained within the *Student Guidebook*. Statements on Student Rights and Responsibilities, General Regulations, Academic Honesty, Academic Appeals, and the Student Hearing and Appeals System are included in the *Student Guidebook*. It is assumed that students are familiar with these statements and knowingly agree to cooperate fully in so far as they are personally accountable.

Career Development

Students and alumni are encouraged to avail themselves of the services of the Center for Career Development. Career planning is offered on both an individual and a group basis. In order to assist students and alumni in planning their careers and in designing strategies to carry out successful job searches, a range of materials and computer resources are used. Workshops, career fairs, and other events are sponsored. Special assistance is also given in the areas of resume writing, interview skills, credential file documentation, and job search strategies. Job opportunities are publicized in a weekly job listing bulletin.

Students and alumni are encouraged to seek the assistance of the Center for Career Development early in order to focus on their personal career planning. On-campus recruiting, internship, and mentoring programs provide students and alumni with contact with prospective employers. The Center maintains data on the employment market as well as information regarding placement of recent graduates of all programs.

Consultation/Problem Management

Short-term consultation and problem management for educational, personal, and vocational concerns is available. Through workshops, personal consultations, and support groups, each designed to enhance skill, awareness and perspective, counselors are available to assist students in resolving any difficulties or roadblocks which hinder student progress toward academic success and satisfaction. Students are encouraged to confer with a Student Affairs professional at any time about any matter.

Confidential referrals to outside agencies and to medical resources are made by Student Affairs personnel, as appropriate or as requested. Confidentiality is always respected, and counseling records are maintained separately from academic records.

University Health Services

- On-site at Evanston and Chicago Campuses
- Outpatient, confidential, ambulatory, basic medical health care
- Nurse assessment, consultation and nursing treatment with referral to physician, if appropriate
- Health Education
- Physician diagnosis and treatment
Limited physical assessment of condition; treatment; follow-up; nurse assistance during examination.
- Diagnostic Procedures
Complete blood count and differential, urinalysis, throat culture, mononucleosis testing, tuberculosis testing
- Immunizations
Diphtheria/Tetanus; Measles/Mumps/Rubella; Influenza; Hepatitis B

Health Insurance

A student health insurance plan is available for all students. Brochures describing the plan are available from University Health Services.

Immunization (State of Illinois)

The Illinois Department of Public Health has finalized the immunization requirements for all students entering all postsecondary educational institutions. Students born before January 1, 1957, will be required to submit a medical history and information form (provided by University Health Services), or to provide University Health Services with proof of birth (i.e., birth certificate, driver's license, or personal identification card issued by the Secretary of State) for exemption.

Students born on or after January 1, 1957, will be required to submit to University Health Services proof of immunization to measles, mumps, rubella, tetanus, and diphtheria. For more information, please contact University Health Services.

Physical Examinations (Residence Hall Students)

Incoming freshman and transfer students must submit a self-reported Medical Information and History on the form provided by the University. This questionnaire should be completed and mailed to University Health Services. All information provided is kept confidential.

Information on history is not used to exclude applicants from the University, but to alert the University Health Services Office about students who need special care. Students who have complex medical conditions should request their family physician to send a summary of their cases to the University Health Service Office. All incoming students must have a tuberculin skin test or chest x-ray within six months of entry to

National-Louis University. Results of the test should be mailed directly to Health Service Office, National-Louis University, 2840 Sheridan Road, Evanston, Illinois 60201. An annual TB test (chest x-ray or tuberculin skin test) is also required of all students.

It is the student's responsibility to see that necessary reports are received by the University.

Residence Life Programs

Residence hall life is a valuable experience for students who live in university housing at National-Louis University. The residence hall program strives to provide a satisfactory physical environment, adequate care and maintenance of facilities, guidelines that provide structure for compatible and cooperative living, and an environment that reflects responsible citizenship and concern for others. It is designed to be conducive to study and to offer opportunities for individual growth, leadership development, and expression of abilities.

Located at the Evanston Campus, Baker Residence Hall named in honor of the University's second president, Edna Dean Baker, provides accommodations for 176 men and women. Suites or rooms are clustered around lounge areas. Private study areas, large T.V. lounges and laundry facilities are a few of the amenities Baker Hall has to offer.

The system of rules and regulations in the residence hall program is based on a charter granted by the trustees and faculty of the University and on a set of rules and regulations formulated by the students themselves. Rules are enforced by the residence hall staff and regulated by the Baker Hall Council (the Council is an elected group of students), but personal responsibility is shared by all members of the residence hall community.

Student Programs, Events, and Activities

Co-curricular activities are an integral part of the National-Louis University experience.

Student activities may be educational, social, recreational, or cultural. They may focus on a topic of particular interest to students at that location. Students who would like to participate in any facet of student activities are encouraged to contact Student Affairs.

Student Councils

Student involvement is both sought and supported by National-Louis University as a means of encouraging student involvement in matters of concern to the student body. Representatives at each campus and the academic centers meet regularly to consider questions about university life, student programs and curriculum.

160 Student Clubs and Organizations

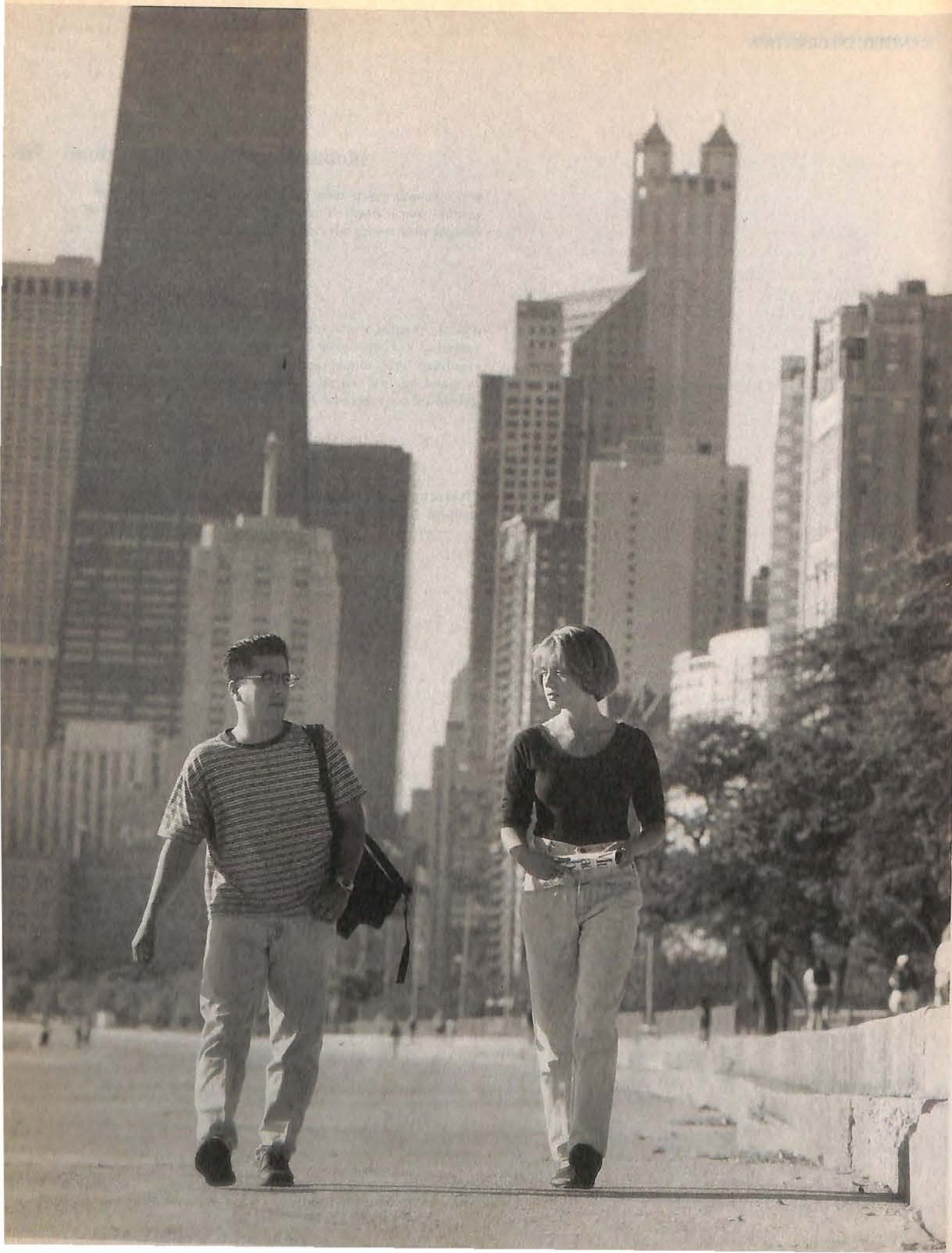
Student clubs and organizations offer many opportunities to National-Louis University students. To form a new club or organization, or to renew an old charter, the group must register with Student Affairs.

Kappa Delta Pi

This national coeducational honorary society, which recognizes outstanding contribution to education, has a chapter at National-Louis University. Junior, senior, and graduate students are elected to Theta Eta chapter on the basis of scholarship, professional attitudes, and demonstrated leadership abilities.

Student XChange

The office of Student Affairs publishes a quarterly newsletter of student news, comments and opinions. A Student Editorial Advisory Board plans each issue.



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